

OUR LADY OF MERCY COLLEGE HEIDELBERG VICTORIA

PRINCIPAL 2018 APPLICATION PROCESS

Our Lady of Mercy College Heidelberg is a Ministry of Mercy Education Limited (MEL)

Please review carefully

The Institute of Sisters of Mercy of Australia and Papua New Guinea through the Board of Mercy Education Limited invites applications from appropriately qualified and experienced educators for the position of Principal, commencing on 15 January 2018.

Established in 1910, Our Lady of Mercy College Heidelberg (OLMH) is a Catholic College with an enrolment of 1178 girls from Years 7 to 12. The College is one of twelve schools owned by the Institute of the Sisters of Mercy of Australia and Papua New Guinea and governed by Mercy Education.

The Eligibility Criteria requires the successful applicant for the position of Principal to:

- be a practising Catholic who demonstrates a firm commitment to Catholic Education
- be committed to continuous improvement which will drive strategic planning
- be able to inspire the provision of an innovative and excellent education for girls
- demonstrate strong leadership in contemporary learning and teaching
- be cognisant of the issues facing adolescents and well versed in student wellbeing
- have experience in staff development and management
- have demonstrated ability in organisational leadership
- possess highly developed interpersonal skills, including the demonstrated ability to work collaboratively with all members of the College community, local Church, other schools and educational authorities.

In addition, it is expected that the successful applicant will be familiar with and supportive of the educational philosophy of the Sisters of Mercy.

In order to apply for this position you **MUST** submit ALL of the following items:

- 1) A covering letter that includes:
 - a) Your detailed response to the selection criteria as contained in the '**OLMC Principal Appointment 2018 Applicant Guide**' booklet
 - b) A brief discussion of your educational philosophy
- 2) A completed Application Form ('**Application Form – OLMC Heidelberg 2018 Principal**') to include all requested information:
- 3) Four confidential referee statements (one of which is for your Parish Priest)
 - Please find included a WORD template for the two page referee statement
 - The template for these, along with the covering letter (provided) should be emailed by you to your referees with your name inserted.
 - As they are confidential references you should request that your referee return the forms directly to the Selection Panel to chiefexecutive@mercy.edu.au
 - All four references will form part of your application and should be returned by your referee before the closing date of applications.

Supporting documentation

The following documentation is available for download from the Mercy Education website at www.mercy.edu.au/employment to assist with your application:

- a) Copy of advertisement
- b) Appointment of Principal Booklet - **OLMC Principal Appointment 2018 Applicant Guide**
- c) Principal Application Form - **Application Form – OLMC Heidelberg 2018 Principal**
- d) Collection Notice
- e) Referee covering letter
- f) Referee Statement template

More information on the College may be accessed from the Our Lady of Mercy College Heidelberg website at <http://www.olmcheidelberg.catholic.edu.au/new/index.html>

Useful Web links:

- I. 2016 MEL Annual Report
http://www.mercy.edu.au/uploads/rsfil/003028_dabb.pdf
- II. MEL Strategic Goals 2017 – 2019
<http://www.mercy.edu.au/about/dsp-default.cfm?loadref=105>
http://www.mercy.edu.au/uploads/ckpg/files/5102_MercyEd_Strategic%20Plan%202017_pages.pdf
- III. 'Mercy Ed' newsletter
<http://www.mercy.edu.au/news-and-events/fx-resources.cfm?loadref=67>
- IV. The Life and Legacy of Catherine McAuley brochure
http://www.mercy.edu.au/uploads/rsfil/000333_bcfa.pdf
- V. MEL Constitution
<http://www.mercy.edu.au/uploads/ckpg/files/20140527%20CONSTITUTION%20MERCY%20EDUCATION%20LIMITED.pdf>
- VI. College Advisory Council Constitution
[http://www.mercy.edu.au/uploads/ckpg/files/Model%20CAC%20Constitution%20-%20Revised%202015-04-13\(1\).pdf](http://www.mercy.edu.au/uploads/ckpg/files/Model%20CAC%20Constitution%20-%20Revised%202015-04-13(1).pdf)
- VII. MEL Policies
<http://www.mercy.edu.au/resources/dsp-default.cfm?loadref=52>

Formal applications

Formal applications are to be addressed to the Panel Chair and forwarded to:

Mr Christopher Houlihan
Chief Executive
Mercy Education Limited

preferably by email:

chiefexecutive@mercy.edu.au

(Email applications should be sent as a single PDF file)

Postal Applications may be sent to:

Mr Christopher Houlihan
Chief Executive
Mercy Education Limited
c/- PO Box 5067
ALPHINGTON VIC 3078

Applications close at 5.00 pm on Monday 28 August 2017

Candidates should note that significant reference material regarding Mercy Education is available on our website at www.mercy.edu.au