

ST BRIGID'S COLLEGE LESMURDIE WESTERN AUSTRALIA

PRINCIPAL 2019 APPLICATION PROCESS

St Brigid's College Lesmurdie is a Ministry of Mercy Education Limited (MEL) College

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 1 January 2019.

Established in 1929, St Brigid's College Lesmurdie (SBCL) is a Catholic College with an enrolment of 1040 students from Pre-Kinder to Year 12. The College is co-educational to Year 6 and educates girls for the secondary years. St Brigid's, which also hosts approximately 120 girls from Years 7 to 12 in its Boarding facilities, 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
- have recent successful experience in a formally appointed leadership role
- be registered as a teacher with the Teacher Registration Board of Western Australia
- possess academic qualifications additional to teacher training in areas such as theology and or educational leadership and successful participation in appropriate professional learning activities
- have Accreditation to Lead
- provide a current criminal records check
- undertake and sign an attestation that the applicant is not and has not been bankrupt and has not taken the benefit of any law for the relief of bankrupt debtors, or compounded with creditors or made an assignment of property for the benefit of creditors

This College community promotes the safety, wellbeing and inclusion of all children.

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 '**St Brigid's College Principal Appointment 2019 Applicant Guide**' booklet
 - b) A brief discussion of your educational philosophy
- 2) A completed Application Form ('**Application Form – SBCL Lesmurdie 2019 Principal**') to include all requested information
- 3) A full Curriculum Vitae which must be included with this application
- 4) 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 please ensure 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 must 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 - **St Brigid's College Principal Appointment 2019 Applicant Guide**
- c) Principal Application Form - **Application Form – SBCL Lesmurdie 2019 Principal**
- d) Collection Notice
- e) Referee covering letter
- f) Referee Statement template

More information on the College may be accessed from the St Brigid's College Lesmurdie website at <https://www.stbrigids.wa.edu.au/>

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/uploads/ckpg/files/5102_MercyEd_Strategic%20Plan%202017_pages\(2\).pdf](http://www.mercy.edu.au/uploads/ckpg/files/5102_MercyEd_Strategic%20Plan%202017_pages(2).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/- 60 John Street
NORTHBRIDGE WA 6003

Applications close at 5.00 PM WST MONDAY 23 APRIL 2018

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