MERCY EDUCATION POLICY 3.05A
APPOINTMENT OF DEPUTY PRINCIPALS

Rationale:
Mercy Education Ltd seeks to appoint Deputy Principals who model its core values of Compassion, Justice, Respect, Hospitality, Service and Courage, to support College Principals in the leadership of Mercy schools.

Definition:
A Deputy Principal is a senior leader in the College who may take the place of the Principal when the latter is unavailable for any reason.

Policy Statement:
A01 The process for appointing a Deputy Principal in a Mercy College must maintain the integrity of the Catholic and Mercy vision of education. It will also support the appointment of Deputy Principals who are able to uphold and sustain this vision. An authentic collaborative relationship between Principal and Deputy Principal is essential to fulfilling all aspects of the mission of the school.

A02 Schools under the governance of Mercy Education must have at least one Deputy Principal and may have more as deemed necessary. The Deputy Principal may have a particular portfolio or may have a range of responsibilities. The appointment of Deputy Principals is undertaken by the Principal after ratification by the Board of Mercy Education. As the position may entail acting Principal duties, the appointment is required to be approved by the Institute Leadership Team.

A03 Members of the leadership team other than Deputy Principals should not have the adjunct ‘principal’ in their title.

A04 As the Deputy Principal takes the place of the Principal as required, the Deputy Principal must be a practising Catholic.

A05 The commitment to respect for the dignity of each human person requires Deputy Principal appointment processes that are just and open, whilst maintaining appropriate confidentiality. Decision-making will arise from a commitment to thoughtful and shared discernment, according to the principle of subsidiarity.
A06 The selection process will be managed at the College level with the support of Mercy Education if required.

A07 A selection panel will be chaired by the Principal and will include a nominee of Mercy Education, a representative of the College Advisory Council and other experienced educators as required in a particular State or deemed appropriate.

A08 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.

A09 Appointment processes will be consistent with Catholic Education Office policies within the given State.

A10 Appointment processes will be equitable and transparent and consistent with Commonwealth and State legislation.

Associated Procedures:
Procedure 3.05B: Appointment of Deputy Principals

Related Documents:
Catholic Education Commission of Victoria Ltd: Guidelines for the Employment of Staff in Catholic Schools (CECV 2016)
Catholic Education Commission of Western Australia Policy 2-C6: Appointment of Staff in Catholic Schools (Version 11 – 2014)
Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools (1 October 2015)
Policy 3.06A: Appraisal of Deputy Principals in Mercy Schools
Procedure 3.06B: Appraisal of Deputy Principals in Mercy Schools

Review History
August 2016

Next Review
2019