

# 3.05B

## MERCY EDUCATION PROCEDURE 3.05B APPOINTMENT OF DEPUTY PRINCIPALS

### Key Steps in the Appointment of Deputy Principals in Mercy Schools

- B01 A Deputy Principal vacancy will arise when a Principal notifies the Board of Mercy Education via the Executive Officer of a Deputy Principal vacancy or a formal proposal is presented to the Board to request an additional Deputy Principal position or a senior leadership re-structure.
- B02 At the time of notification or upon Board approval of an additional Deputy Principal, a nominee of the Board is requested for membership of the selection panel. The MEL nominee will normally be the Chief Executive.
- B03 The selection process is managed by the College concerned.
- B04 The position is advertised both within the College and externally in newspapers and other media options as deemed appropriate. The application package should contain:
- The College name and location
  - the title of the position
  - a brief description of the position
  - selection criteria
  - salary or reference to the relevant award
  - conditions of employment or reference to the relevant Award
  - closing date of applications.
- B05 Selection criteria developed by the College should list the main qualifications, qualities, attributes, skills and expectations which would be required to perform the duties of the position to the satisfaction of the employer. The selection criteria must be consistent with State and Federal legislation.

### Victoria

- B06 For the appointment of Deputy Principal, the usual terms for appointment are as follows:
- Unless otherwise mutually agreed between Mercy Education and the appointing Principal, the first contract period for deputy principalship will not be less than five years' duration.
  - Unless otherwise mutually agreed between Mercy Education and the appointing Principal, the second contract will not be less than five years' duration.

- At the conclusion of the Second Term the position will be advertised externally and the Deputy Principal is eligible to apply for appointment as Deputy Principal at the same school.

Extension of the First Term is dependent upon a successful Deputy Principal Appraisal conducted in the penultimate year of the First Term.

The position shall be advertised in the tenth year. The incumbent may apply; however, should the incumbent be unsuccessful in obtaining a similar position in the current or any other Catholic school, he/she shall have security of employment as a teacher in the current school.

### **Western Australia**

B07 For the appointment of Deputy Principal, the usual contract of employment has:

- a First Term of three years
- a Second Term of four years
- a Third Term of three years

Extension of the First and Second Terms is dependent upon a successful Deputy Principal Review conducted in the final year of the preceding Term.

No review will occur during the second renewed term (i.e., the Third Term of Appointment) but the incumbent will be advised in the second last year of this Term that the position will be advertised externally.

The position shall be advertised in the tenth year. The incumbent may apply; however, should the incumbent be unsuccessful in obtaining a similar position in the current or any other Catholic school, he/she shall have security of employment as a teacher in the current school.

### **South Australia**

B08 For the appointment of Deputy Principal, the usual terms for appointment are as follows:

- The first appointment as a Deputy Principal is for two years and will be subject to satisfactory completion of a 12 month period of probation.
- At the completion of the first period of appointment Deputy Principals will be reappointed to the same position for a period of five calendar years subject to a successful appraisal in their second year of appointment based on performance in the local school context.
- At the completion of the second period of appointment Deputy Principals will be reappointed to the same position for a period of five calendar years subject to a successful appraisal based on performance in the local school context.

The twelve year term will not be extended except in exceptional circumstances as determined by Mercy Education, and at Mercy Education's discretion.

The position shall be advertised in the twelfth year. The incumbent may apply; however, should the incumbent be unsuccessful in obtaining a similar position

in the current or any other Catholic school, he/she shall have security of employment as a teacher in the current school.

- B09 All applications should be acknowledged and a register of applicants prepared.
- B10 A selection panel is formed by the Principal. It should include the Principal, the nominee of Mercy Education, a representative of the College Advisory Council and other experienced educators as required or deemed necessary. In selecting the panel, attention should be paid to gender balance. The panel agrees on a timeline for the process, including a date for interviews to take place.
- B11 Following closure of applications, the members of the selection panel receive copies of applications electronically or in hard copy.
- B12 Panel members meet in person or by teleconference to consider applications and to form a short list of candidates who they believe could meet the criteria for interview. Selection criteria are used to help to screen applications to determine who is to be interviewed.
- B13 The Principal forwards the shortlist, including a brief profile of each shortlisted candidate, to the Executive Officer of Mercy Education. The Executive Officer distributes the shortlist to Board Directors for approval. The Board considers approval at a scheduled Board meeting or by teleconference or email.
- B14 The Executive Officer notifies the Principal of Board approval of the shortlist. The Principal contacts approved candidates and arranges interviews. Applicants who do not meet the criteria are advised in writing that they have not been successful.
- B15 Interviews of the shortlisted candidates are conducted by the selection panel. The use of selection criteria during the interview facilitates an objective approach within the selection process, ensuring fairness and justice to each and every applicant.
- B16 The selection panel must establish, without invading the privacy of the applicant, whether the applicant is prepared in his/her teaching and personal example to strive to help students to understand, accept and appreciate Catholic teaching and values. Is he or she willing to avoid, whether by word, action and public lifestyle, influence on students that is contrary to the teaching and values of the Church community, in whose name the applicant will act if employed within the school? Through questioning, the panel can ascertain whether the applicant understands and accepts the Church's teaching and values the Church's teachings and values.
- B17 *Prima facie* discrimination on the grounds of religion or marital status is unlawful. Although questions about religion may be asked, such information may not be acted upon in a discriminatory way.

A practice of employment that is discriminatory will only be lawful if it conforms to the doctrine of the Catholic religion or is necessary to avoid injury to the religious susceptibilities of the people of the religion.

- B18 Under exceptional circumstances, if the panel is unable to distinguish between candidates, a second interview may be necessary. Second interviews are conducted by the full Selection Panel.
- B19 Prior to a recommendation being made by the panel, referees will be contacted. The panel should confirm referee details with the applicant, establishing the professional relationship and/or history between the applicant and their preferred referees. Where possible, the panel should request to speak with referees who can provide insights into the applicant's experience involving child-connected work. Consent to contact referees should be contained within the application form and this should include consent to contact the applicant's current and previous employers/principals. The referees should be questioned along an agreed line and the selection criteria should form the basis of the conversation.
- B20 If the calibre of applicants is not considered to be sufficiently high, the position may be readvertised.
- B21 Following interviews and at the recommendation of the Selection Panel, the Principal advises the Executive Officer of Mercy Education of the preferred candidate. A copy of the recommended candidate's application is provided by email to the Executive Officer who will seek the ratification of the Board.
- B22 The Principal is notified by the Executive Officer of the outcome of the ratification process.
- B23 Once this notification is received, the position is offered by the Principal to the preferred candidate.
- B24 A verbal offer is confirmed in writing and a copy of the letter sent to the Executive Officer. It is a general requirement of Enterprise Bargaining Agreements that all employees be given a letter of appointment. This letter must contain:
- the offer of employment in the position of Deputy Principal
  - the conditions of employment - these include that while the appointment to the staff is ongoing, the initial appointment as Deputy Principal is according to the appropriate State tenure (§B06 to§B08)
  - the salary
  - any other benefits
  - a description of the duties, with the proviso that duties may be varied from time to time
  - the commencement date of employment
  - a space for the applicant to sign acceptance of the offer of employment

- B25 Once the successful applicant has accepted the position, others interviewed are notified that their application was not successful.
- B26 The appointment is announced publicly by the Principal to the College staff and community. It may be necessary to co-ordinate the timing of the announcement with the Principal of the school of the successful candidate. The Executive Officer will notify the Institute Leadership Team through the Executive Officer Ministry Governance.
- B27 All documents relevant to the application process, including documents related to unsuccessful applications, should be retained on file for at least one year. Under the *Privacy Act 1988* (Cwlth), job applicants are not covered by the employee records exemption and therefore schools must ensure that they comply with the principles relating to storage and use of personal records.