



St Norbert
College



APPLICATION FOR DEPUTY PRINCIPAL POSITION

"Prepared For All Good Works"

APPLICATION INSTRUCTIONS

Thank you for your interest in the position of **Deputy Principal**.

All applicants should be appropriately qualified and willing to support the Norbertine and Catholic Ethos of the College.

St Norbert College is a Year 7-12 Catholic co-educational College operated by the Norbertine Canons.

Applicants for the position of Deputy Principal of St Norbert College are asked to follow the following instructions:

1. Please include a Covering Letter (maximum 2 typed pages) outlining;
 - the reasons for your interest in the position
 - your suitability for this position
 - the personal qualities you would bring to the position
 - your skills and successful experience in educational leadership and management
2. Please fill in ALL sections of this Application Form even if you wish to attach a Curriculum Vitae.
3. On the Application Form please address the four key areas as related to the Ministry of Leadership at St Norbert College - Catholic Identity, Engagement, Teaching and Learning, and Stewardship. With respect to each of these four key areas, you are asked to outline;
 - your philosophy
 - any initiatives and innovations in which you have been involved
 - the outcomes of these
 - your vision for the future
4. Include in your Application Form the contact details of referees (one of which must be your current employer).
5. Include any additional information you feel is relevant to your application.
6. Attach all the required documents with your Application Form and Covering Letter and forward to:

Mail

The Principal
St Norbert College
PO Box 354
CANNINGTON WA 6987

Email

Personal Assistant to the Principal
Mrs Angela Hughes ahughes@norbert.wa.edu.au

Completed Applications should be submitted and marked 'Confidential' and addressed to the Principal by the closing date.

Confidential enquiries to the Principal, Mr Simon Harvey

Deputy Principal Application Form

APPLICANT DETAILS

Title: Mr Mrs Ms Miss Dr Prof Assoc Prof

Family Name: Given Names:

Address:

Suburb: State Postcode

Phone No: Home Work Mobile

Email Address:

Aboriginal/Torres Strait Island Descent? Yes No

Australian Permanent Resident? (If born outside of Australia) Yes No

Current Position: School:

School Address: Phone No:

Working with Children Notice No. Expiry Date:

Teacher Registration Board of WA registration No.

Use above address for communication in relation to this application Yes No
(please provide preferred postal address below)

Address:

Suburb: State Postcode

REFEREES

Names and addresses of persons who have consented to act as referees. The Norbertine Canons reserves the right to contact persons not nominated by the applicant.

1. Name of the Priest where you celebrate Sunday Mass

Parish Priest: Parish:
Preferred Contact No. Email:

2. Professional Referee (a person with whom you are currently working)

Name:
Position:
Preferred Contact No. Email:

3. Professional Referee

Name:
Position:
Preferred Contact No. Email:

4. Current Employer, Superior or Board Chair

Name:
Position:
Preferred Contact No. Email:

NB: if you would prefer the person nominated in No. 4 was not contacted, please outline your reasons and nominate as a referee a previous employer or superior.

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5. Alternative to Current Employer, Superior or Board Chair

Name:
Position:
Preferred Contact No. Email:

QUALIFICATIONS

1. Tertiary Education Qualifications (including those for Religious Education)

Please attach copies of Accreditation qualification where relevant.

Years attended	Institution	Qualifications	Major Area/s of Study

2. Accreditation

Accreditation Level - Accreditation for Leadership or working towards such would be required.
Please attach copies of Accreditation qualification where relevant.

Year Completed	Accreditation

Applicants from other States in Australia are asked to provide tertiary transcripts of completed Catholic units for consideration. Please attach transcripts with copy of other requested statements.

3. Other qualifications

Years attended	Institution	Qualifications	Major Area/s of Study

QUALIFICATIONS

4. Relevant Personal Professional Development

Give details of courses, conferences and seminars attended within the past three years that relate to this position. Please list from most recent.

Year	Institution	Qualifications

5. Parish/Community Involvement

Describe ways you are/have been involved in your Parish and/or Community.

6. Membership of Professional Organisations

Name of Professional Organisation	Commencement Date



EXPERIENCE

1. Teaching Experience (including Religious Education)

Year	School	Subjects Taught

2. Administrative Experience

Please provide details of relevant experience in administrative or leadership roles, length of time in that position and a brief summary of notable achievements and innovations.

Year	Administrative Role	Time in the Position	Achievements/Innovations



St. Norbert
College



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THE MINISTRY OF LEADERSHIP cont.

2. Engagement

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THE MINISTRY OF LEADERSHIP cont.

3. Teaching and Learning

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THE MINISTRY OF LEADERSHIP cont.

4. Stewardship

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OTHER RELEVANT INFORMATION

1. Membership or involvement in parish groups or organisations

2. All teaching staff are expected to be involved in the co-curricular life of the College. Please outline an area of interest and/or expertise that you may have in the area of co-curricular activities.

3. Copy of Documents to be attached

- A covering letter (maximum 2 typed pages)
- Most recent Academic Statement(s)
- Accreditation for Leadership (or Tertiary transcripts of completed Catholic units if not from Western Australia)
- TRBWA Membership showing financial status
- Working with Children clearance
- Citizen/Residency documentation if relevant (i.e. passport/visa/citizenship info)

DECLARATION

- I declare that all the information provided in this application is true in all respects
- I declare that I have not withheld information, which would have a bearing on my professional reputation or ability to carry out the duties required.
- I consent to all necessary reference checks being made in support of this application.
- I acknowledge my commitment to support the Norbertine and Catholic Ethos of St Norbert College and agree to take an active involvement in the life of the Norbertine Community.
- I recognise that St Norbert College is a smoke free work place.

Signature:

Date:

IMPORTANT EMPLOYMENT COLLECTION INFORMATION FOR APPLICANTS

- In applying for this position you will be providing the College with personal information.
- Personal information, contained in the application or on your curriculum vitae, will be collected in order to assess your application. This information may be stored by the College, but will not be disclosed to any third party without your consent.
- It is your responsibility to inform nominated referees that you have passed on their contact details and the reason for this. Nominated referees of short listed candidates will be contacted.
- You may seek access to personal information held about you if you are unsuccessful for the position. However there will be occasions where this is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Application forms and other personal information of unsuccessful applicants will be destroyed on completion of the appointment process.
- Your application must include the appropriate documentation required for the position. These documents acquired within the last two years.

Contact details for the College:

St Norbert College
PO Box 354
CANNINGTON WA 6987
Tel: 08 9350 5433 Fax: 08 9356 1602
Email: snc@norbert.wa.edu.au