Eligibility & Selection Criteria

Assistant Principal

Archdiocese of Brisbane
Introduction

Brisbane Catholic Education welcomes enquiries from suitably qualified, experienced and committed people considering the position of Assistant Principal within the Brisbane Archdiocese. Assistant Principals provide significant leadership as part of a large and dynamic educational ministry of the Catholic Education Archdiocese of Brisbane. The role of Assistant Principal is a challenging and rewarding leadership role within the Catholic school community. The Assistant Principal plays an essential role in the growth and development of students.

This ministry encompasses 137 schools (Primary, Secondary colleges and P-12 colleges) including three Ecumenical schools/colleges. The Archdiocese of Brisbane extends from Childers in the north, south to the New South Wales border, west to Gatton and north west to Gayndah and the South Burnett region.

The following documentation outlines both the eligibility criteria and selection criteria for the position. The eligibility criteria determine whether or not an applicant is able to be considered for the position of Assistant Principal of a particular school/college. The selection criteria must be fully addressed in a way which demonstrates the degree to which the applicant meets the criteria. The criteria are the basis for the shortlisting and selection of eligible applicants. As well as the criteria listed here, community and contextual needs related to the particular school, are also taken into account.

Meeting the eligibility criteria listed in this document is normally required for an applicant to be considered for shortlisting. In exceptional circumstances, the Executive Director, or delegate, may exercise discretion with regard to the eligibility criteria for shortlisting purposes. Applicants who do not meet the eligibility criteria and believe they have a special case, should state the reasons why they might be considered for shortlisting in their online Letter of Application. This should include specific reference to the eligibility criteria not met, particularly in regard to experience and qualifications in education and religion, and indicate whether you are currently enrolled in further study. Documentation, where appropriate, should be attached to the online application.

The criteria listed reflect the need for applicants to bring a balance of knowledge and experience gained in a variety of ways and in a range of situations to the position of Assistant Principal.

Brisbane Catholic Education schools are classified on enrolment bands. You will note that the eligibility criteria vary slightly depending on the enrolment. Basically, more extensive experience and qualifications are required for the larger schools.

Should you require any further information or clarification in relation to these eligibility criteria please contact: The Manager Employment Services & Strategic HR, Brisbane Catholic Education – via email: rashford@bne.catholic.edu.au or Telephone: 07 3033 7476.
## Eligibility Criteria

Assistant Principal - Brisbane Catholic Education Schools / Colleges

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<tr>
<th>Enrolments</th>
<th>Primary</th>
<th>Primary &amp; P-12</th>
<th>Secondary &amp; P-12</th>
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1. Committed, practising Catholic

2. Hold professional qualifications in:
   (a) **EDUCATION**
       A degree relevant to education
       ✓ ✓ ✓ ✓
   (b) **RELIGION** (exclusive of preservice courses)
       completed 4 semester units, or their equivalent, of recognised tertiary study in Religion, with a balance of Theology, Scripture and Christian Leadership
       ✓ ✓ ✓
       completed 8 semester units, or their equivalent, of recognised tertiary study in Religion, with a balance of Theology, Scripture and Christian Leadership
       ✓ ✓ ✓

3. Have five (5) years successful teaching experience
   ✓ ✓ ✓ ✓ ✓

4. Have taught Religious Education in Catholic schools
   ✓ ✓ ✓ ✓ ✓

5. Be registered as a teacher or eligible for registration in Queensland
   ✓ ✓ ✓ ✓ ✓

6. Demonstrated successful administrative and leadership experience or other relevant experience
   ✓ ✓ ✓ ✓ ✓
Selection Criteria
Assistant Principal - Brisbane Catholic Education - Schools / Colleges

Eligible applicants for the position of Assistant Principal in a Catholic school must fully address the following selection criteria and clearly demonstrate how they meet each of the criteria.

1. **Religious Leadership**

   Demonstrated ability to foster the religious life of the school, actively support the Religious Education program and provide leadership through personal example.

2. **Educative Leadership**

   Demonstrated ability to develop, support, proactively encourage and nurture high quality learning and teaching programs.

3. **Staff and Community Leadership**

   Demonstrated ability to foster and develop appropriate relationships with staff, students, parents, the parish, the Catholic education community and the wider community.

   Demonstrated ability to support and develop staff through regular monitoring, professional learning, collaborative practices and enacting effective employee relations.

4. **Strategic Leadership**

   Demonstrated ability to develop and align the vision, mission and strategic goals of the school and align them with the Strategic Renewal Framework.

5. **Organisational Leadership**

   Demonstrated ability to develop and maintain processes to manage physical and financial resources in order to effectively deliver the educative programs of the school.