



| | |
|---------------------|--|
| Topic: | Appointment of Principals in Catholic Schools |
| Policy No: | 2-C5 |
| Policy Area: | Stewardship |
| Standing Committee: | School Personnel Committee |
| Date Promulgated: | 1993 |
| Date for Review: | 2016 |

1. Rationale

The principal has ultimate responsibility, under the authority of the diocesan Bishop, for every aspect of the Catholic school's ethos, life and curriculum' (Mandate, para 94). In furthering the objectives and ethos of Catholic education sound recruitment and selection methods are integral to the appointment of the Principal.

This policy statement addresses the issue of appointment of Principals in Catholic Schools. In promulgating this policy, CECWA acknowledges the importance of a comprehensive, open and transparent appointment process for the betterment of Catholic schools.

2. Definitions

Employer – The legal entity in a Diocesan, Congregation or Other Authority accountable school.

The Bishop of the Diocese is the employer in diocesan accountable schools and the Congregation Leader is the employer in order accountable schools (unless the Congregation Leader has delegated this role to another authority).

In diocesan accountable schools, the responsibility for the selection and appointment process of principals is delegated by the Bishop, to the Director of Catholic Education in WA.

In order accountable schools, the responsibility for the selection and appointment of principals and notification of the appointment to the Bishop and the Director of Catholic Education in WA may be to the Congregation Leader or this may be delegated by the Congregation Leader to another authority.

In any Other Authority accountable school, the responsibility for the selection and appointment of principals and notification of the appointment to the Bishop and the Director of Catholic Education in WA rests with the legal entity or delegate.

3. Scope

This policy statement applies to all Catholic schools in Western Australia.

4. Principles

- 4.1 Recruitment and selection procedures shall reflect equal opportunity and gender equity principles.
- 4.2 Assessment processes for job applications demonstrate commitment to merit and evidence based opportunities.
- 4.3 Throughout the whole Principal appointment process, confidentiality on the part of all members of the panel and any other persons involved is paramount.

5. Procedures

- 5.1 Procedures in the Principal Appointment Procedures Manual shall be used for the appointment of Principals in all Catholic schools.
- 5.2 The National Check of Employment Status employment screening protocol for all staff includes a process established by Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA) as part of their National Strategies in Schooling to Prevent Paedophilia. New appointments to the position of Principal are required to successfully complete this check and all other legislative requirements for professional registration.
- 5.3 The written offer of a position is a proposal to enter into a contract of employment with the employer, therefore, the terms of the offer and conditions of employment shall be explicitly stated.
- 5.4 An employee's contract of employment shall be formed by the written offer and written acceptance of the position. The Bishop of the Diocese and the Director of Catholic Education are informed of the appointment for order or other authority accountable schools prior to its announcement.
- 5.5 Structured induction shall be offered by the employer prior to the commencement of the position being taken up.
- 5.6 Costs associated with recruitment, selection and appointment shall be met by the School.

6. References

¹ Mandate of the Catholic Education Commission of Western Australia 2009 – 2015

7. Related Documents

Principal Appointment Procedures Manual
 Catholic Education Commission of Western Australia Policy Statement
 2-C6 Appointment of Staff in Catholic Schools.

8. Review History

| Year of Review: | Reviewed by: | Amendments/Review |
|-----------------|----------------------------|--------------------------|
| 1993 | Working Party | Originally Released |
| 1996 | School Personnel Committee | Revised |
| 1998 | CEOWA Writing Group | Reviewed and reformatted |
| 1999 | School Personnel Committee | Revised |
| 2001 | School Personnel Committee | Revised |
| 2006 | School Personnel Committee | Revised |
| 2010 | CEOWA | Reformatted |
| 2011 | School Personnel Committee | Revised |

9. Next Review

| Year: | CEOWA Standing Committee Responsible |
|-------|--------------------------------------|
| 2016 | School Personnel Committee |