



# SELECTION AND APPOINTMENT OF PRINCIPALS AND PERSONS IN SENIOR LEADERSHIP

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**Scope:** This policy applies to all staff employed in Catholic schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as CEDR in the document).

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## 1. POLICY STATEMENT

The Diocesan Director Catholic Education is responsible for the selection and appointment of Principals and persons in Senior Leadership positions to Diocesan schools.

The persons appointed to Principalship and Senior Leadership positions in CEDR will have:

- Demonstrated commitment to the mission of Jesus Christ and the ministry of the Catholic Church;
- Demonstrated commitment to ongoing religious formation;
- Successful teaching experience;
- Relevant qualifications.

## 2. DESCRIPTION

As Catholic Schools take part in the evangelizing mission of the Catholic Church, effective Christian leadership is indispensable. Those in senior leadership positions require the support of Christian faith communities.

Catholic school communities are committed to the pursuit of excellence in leadership.



### 3. IMPLEMENTATION ISSUES

For all positions:

The Diocesan Director Catholic Education acts for and on behalf of the Roman Catholic Trust Corporation for the Diocese of Rockhampton (the employer).

1. Where special circumstances prevail, the Diocesan Director Catholic Education may fill a vacant position temporarily, or for a longer term, depending on the circumstances. Please refer to the *Appointment Process for Acting Principal – Flowchart* and *Appointment Process for Acting Senior Leadership Positions - Flowchart*.
2. Guidelines detailing the selection process and procedures are made available to applicants and all persons participating in the selection process. The guidelines detail any requirements for studies in the religious dimension of leadership and prior successful teaching experience. Role descriptions are also made available to applicants.
3. The Parish Priest / Administrator will be invited to be a member of the interview panel for all senior leadership positions.
4. Where a successful applicant does not have the required qualifications, the Diocesan Director Catholic Education will negotiate with the applicant the manner and time frame in which this matter will be addressed.
5. CEDR will provide support for the ongoing religious formation of Principals and persons in Senior Leadership positions.
6. With respect to any disputes concerning aspects of the appointment, resolution shall follow due processes and the procedures established by the Diocesan Appeals Tribunal.

For Principals:

7. The relevant Assistant Director: Schools co-ordinates the selection process and procedures for vacancies in their region.
8. A representative from both the School/College Board and Parents and Friends Association will be involved in the selection process for appointments to the position of Principal.
9. Prior to the appointment of a Principal, the Diocesan Director Catholic Education discusses the recommendation with the Bishop of the Catholic Diocese of Rockhampton for his determination.
10. A letter of appointment will be negotiated by the Diocesan Director Catholic Education with each Principal. This outlines the terms of contract specifying role, responsibilities, term, remuneration and other conditions of appointment.

For Senior Leadership positions:

11. The relevant Assistant Director in conjunction with the Principal co-ordinates the selection process and procedures for vacancies within the school/college.
12. A representative of the School/College Board (or parent body) will be involved in the selection process for appointments to positions of Senior Leadership.
13. Prior to any appointment the relevant Assistant Director discusses with the Diocesan Director Catholic Education the recommendation for his/her determination.
14. A letter of appointment detailing the terms of the contract is signed by the Diocesan Director Catholic Education and the successful applicant.



#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Accreditation to Teach in a Catholic School](#) 2018/03
- [Accreditation to Teach Religion in a Catholic School](#) 2018/08
- [Staff in Catholic Schools](#) 2019/04
- *Guidelines for Selection Panels for Principals/Senior Leadership* Version 4 2017
- *Appointment Process for Acting Principal – Flowchart* Version 1 July 2018
- *Appointment Process for Acting Senior Leadership Positions - Flowchart* Version 1 July 2018

##### RESOURCES

- Congregation For Catholic Education *The Religious Dimension Of Education In A Catholic School* 1988
- Congregation For Catholic Education *The Catholic School On the Threshold Of The Third Millennium*, Strathfield, St Paul's Publications 1998
- Queensland Catholic Education Commission (QCEC) [Senior Leadership Positions in Catholic Schools in Queensland](#) 2021