Dear Applicant,

Thank you for your interest in the Assistant Principal (Acting) position at St Matthew’s Primary School for the 2017 school year. This position will commence on Monday 23 January 2017 and will conclude on Friday 22 December 2017.

Please be aware that this position involves working with children and that the appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CEO policy and the ACT Working with Vulnerable People legislation.

Applications need to be received via email by 4.00 pm on Friday 14 October 2016. Information about requirements for your application can be found on page 2 of this document.

You are most welcome to visit the school and have a tour as part of the application process. Please contact me at brenda.foley@cg.catholic.edu.au or on 02 6254 2653 if you would like to arrange this.

Yours sincerely,

Brenda Foley
Principal
The Selection Criteria for this position are taken from the Catholic Education Leadership Framework for School Leaders. For more information about the framework, refer to the complete document on the CE Intranet under Media and Publications.

**Leadership Practices**
1. Leading Teaching and Learning

**Leadership Emphases**
1. Operational
2. Relational
3. Strategic
4. Systemic

**GUIDELINES FOR PREPARING YOUR APPLICATION**

Applications are invited from persons able to demonstrate a commitment to the mission of Catholic Schools and appropriate skills and qualifications for this position. Application is to be made on the official Application Form which is available from the CEO Website:


Your application should include:
1. a letter outlining your interest in the Assistant Principal position (Acting 2017) and any relevant experience particularly in the area of Learning Support
2. your Curriculum Vitae
3. statement addressing the selection criteria (no more than four pages)
4. a completed application form available from the CEO website (see above)
5. external candidates must provide certified copies of academic qualifications

**Referees**

In forwarding your application you are asked to provide the name, position, address and phone numbers of three referees, one of which must be your Parish Priest. Please provide both business hours and after hours contacts where possible. As your referees will be contacted should the Selection Panel consider you for short-listing, it is important that they should be people whose knowledge of you is relevant to this position.

**Enquiries:**
Ms Brenda Foley  
Principal  
St Matthew’s Primary School  
02 6254 2653

**Applications:**
sent in PDF to brenda.foley@cg.catholic.edu.au. You will receive an acknowledgement that your application has been received.

**Applications Close:**
4.00 pm Friday 14 October 2016