

3.01A

MERCY EDUCATION POLICY 3.01A APPOINTMENT OF PRINCIPALS

Rationale:

The Principal of a Mercy College has ultimate responsibility to the Institute of the Sisters of Mercy of Papua and New Guinea under the delegated authority of Mercy Education Limited (Mercy Education) as employer, for every aspect of the College's ethos, life and curriculum. Mercy Education seeks to appoint Principals who model its core values of *Compassion, Justice, Respect, Hospitality, Service* and *Courage*, to lead Mercy schools. Sound recruitment and selection methods are integral to the appointment of the Principal in order to further the objectives and ethos of Mercy Education.

Central to the mission of a Catholic school is the Principal's role in establishing and nurturing a community where the Gospel of Jesus Christ is genuinely lived and cherished. By witness and behavior the Principal imparts a distinctive character to leadership of the school. An essential element of this leadership in a Mercy school is the preservation and nurture of the Mercy history, tradition and philosophy so that students and staff grow increasingly towards the ideals of the foundress, Catherine McAuley, in their life and work.

Definition:

The Principal of a Mercy Education college is the agent and representative of Mercy Education in matters pertaining to the leadership and management of the College. That leadership is acted out in the personal, spiritual and professional conduct of the Principal.

Policy Statement:

- A01 The selection process for Principals of Mercy Education colleges is managed by the Chief Executive of Mercy Education.
- A02 The Board of Directors of Mercy Education Limited (the Board) is the employing authority of the Principal of a Mercy Education college. The employment of a Principal is subject to approval by the Institute of the Sisters of Mercy of Australia and Papua and New Guinea (the Institute) and ratification by the relevant Bishop or Archbishop.

- A03 The appointment of an Acting Principal is made by Mercy Education. In the instance of short-term replacement of a Principal (for a period of less than one Term), the Principal nominates a Deputy Principal to take on the Acting Principal duties in consultation with the Chief Executive. For periods longer than one Term, after Board appointment, an Acting Principal appointment requires the approval of the Institute Leadership Team.
- A04 The process for appointing a Principal in a Mercy college must maintain the integrity of the Catholic and Mercy vision of education. It will also support the appointment of Principals who are able to uphold and sustain this vision.
- A05 *Prima facie* discrimination on the grounds of religion or marital status is unlawful. Although questions about religion and marital status may be asked, such information may not be acted upon in a discriminatory way. A practice of employment that is discriminatory will only be lawful if it conforms to the doctrine of the Catholic religion or is necessary to avoid injury to the religious susceptibilities of the people of the religion.
- A06 The successful applicant for the position of Principal will:
- a. be a practising Catholic who demonstrates a firm commitment to Catholic Education and Catholic Identity;
 - b. be committed to continuous improvement which will drive strategic planning;
 - c. be able to inspire the provision of innovative and excellent education for girls and boys;
 - d. demonstrate strong leadership in contemporary learning and teaching;
 - e. be cognisant of the issues facing children and adolescents and be well versed in student wellbeing;
 - f. have demonstrated ability in organisational leadership;
 - g. possess highly developed interpersonal skills including the demonstrated ability to work collaboratively with all members of the College community, local Church and other schools and educational authorities.
- These expressed elements deemed necessary for the role will be espoused in the Eligibility and Selection Criteria established from time to time by the Board in its deliberations on Principal appointments and appraisals.
- A07 The commitment to *respect* the dignity of each human person requires principal-appointment processes that are just and open, whilst maintaining appropriate confidentiality. Shared decision-making will arise from a commitment to thoughtful and shared discernment.

- A08 A selection panel will be formed to facilitate the discernment of the best applicant.
- A09 The Chief Executive and any available members of the selection panel will meet at the College with staff, students and parents to hear the College community's expectations for the new Principal.
- A10 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.
- A11 Appointment processes will be equitable and transparent and consistent with Commonwealth and State legislation.
- A12 Appointment processes will be, wherever possible, consistent with Catholic Education Office policies within the given State.

Victoria

- A13 For the appointment of principal, the usual terms for appointment are as follows:
- Unless otherwise mutually agreed between Mercy Education and the Principal, the first contract period for Principalship will not be less than seven years' duration.
 - Unless otherwise mutually agreed between Mercy Education and the Principal, the second and subsequent periods of contracts will not be less than five years' duration.
 - There is no restriction on the number of contracts that may be entered into between Mercy Education and the Principal.

Western Australia

- A14 For the appointment of principal, the usual contract of employment has:
- a First Term of three years
 - a Second Term of five years
 - a Third Term of four years

Extension of the First and Second Term is dependent upon a successful Principal Review as outlined in the Principals' Contract of Employment.

At the conclusion of the Third Term the position will be advertised and the Principal is eligible to apply for appointment as Principal at the same school.

South Australia

- A15 For the appointment of principal, the usual terms for appointment are as follows:
- The first appointment as a Principal is for two years and will be subject to satisfactory completion of a 12 month period of probation.

- At the completion of the first period of appointment Principals will be reappointed to the same position for a period of five calendar years subject to a successful appraisal in their second year of appointment based on performance in the local school context.
- At the completion of the second period of appointment Principals will be reappointed to the same position for a period of five calendar years subject to a successful appraisal based on performance in the local school context.

At the completion of the third period of appointment the position will be advertised. The Principal will be eligible to apply for the position but the twelve year term will not be extended except in exceptional circumstances as determined by Mercy Education, and at Mercy Education's discretion.

Associated Procedures:

Procedure 3.01B: Appointment of Principals

Related Documents:

- Mercy Education Limited: Employment Agreement for Individual School Principals
- Catholic Education Commission of Victoria: Recommended Conditions of Employment for Secondary Principals (November 2014)
- Catholic Education Commission of Victoria: Recommended Procedures for Catholic Secondary Principals (December 2016)
- Catholic Education Commission of Western Australia: Policy 2-C5: Appointment of Principals in Catholic Schools (2011)
- Catholic Education Office of Western Australia: Principal Appointment Procedures Manual (2012)
- Catholic Education Commission of Western Australia: Policy 2-C6: Appointment of Staff in Catholic Schools (2014)
- Catholic Education South Australia: Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools (October 2015)
- Mercy Education Limited: Policy 3.02A - Performance Review of Principals
- Mercy Education Limited: Procedure 3.02B - Performance Review of Principals
- Mercy Education Limited: Policy 3.03A - Enrichment Leave for Principals
- Mercy Education Limited: Procedure 3.03B - Enrichment Leave for Principals

Review History

2017

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2020

Version Control

Version	Date	Changes	Authorised
1	February 2012	Original Public Release	Board
2	February 2016	Update to MEL Executive changes	Board
3	June 2017	Inclusion of Acting Principal arrangements	Board
4	February 2018	Clarification of appointment approval and ratification	Board