

3.05A

MERCY EDUCATION POLICY 3.05A APPOINTMENT OF DEPUTY PRINCIPALS

Rationale:

Mercy Education Ltd seeks to appoint Deputy Principals who model its core values of *Compassion, Justice, Respect, Hospitality, Service* and *Courage*, to support College Principals in the leadership of Mercy schools.

Definition:

A Deputy Principal is a senior leader in the College who may take the place of the Principal when the latter is unavailable for any reason.

Policy Statement:

- A01 The process for appointing a Deputy Principal in a Mercy College must maintain the integrity of the Catholic and Mercy vision of education. It will also support the appointment of Deputy Principals who are able to uphold and sustain this vision. An authentic collaborative relationship between Principal and Deputy Principal is essential to fulfilling all aspects of the mission of the school.
- A02 Schools under the governance of Mercy Education must have at least one Deputy Principal and may have more as deemed necessary. The Deputy Principal may have a particular portfolio or may have a range of responsibilities. The appointment of Deputy Principals is undertaken by the Principal after ratification by the Board of Mercy Education.
- A03 An appointment of a Deputy Principal to the position of Acting Principal for a period longer than one Term requires the approval of the Institute Leadership Team.
- A04 Members of the leadership team other than Deputy Principals should not have the adjunct 'principal' in their title.
- A05 As the Deputy Principal takes the place of the Principal as required, the Deputy Principal must be a practising Catholic.
- A06 The commitment to *respect* for the dignity of each human person requires Deputy Principal appointment processes that are just and open, whilst maintaining appropriate confidentiality. Decision-making will arise from a commitment to thoughtful and shared discernment, according to the principle of subsidiarity.

- A07 The selection process will be managed at the College level with the support of Mercy Education if required.
- A08 A selection panel will be chaired by the Principal and will include a nominee of Mercy Education who normally would be the Chief Executive, a representative of the College Advisory Council and other experienced educators as required in a particular State or deemed appropriate.
- A09 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.
- A10 Appointment processes will be consistent with Catholic Education Office policies within the given State.
- A11 Appointment processes will be equitable and transparent and consistent with Commonwealth and State legislation.

Associated Procedures:

Procedure 3.05B: Appointment of Deputy Principals

Related Documents:

Catholic Education Commission of Victoria Ltd: Guidelines for the Employment of Staff in Catholic Schools (CECV 2016)
 Catholic Education Commission of Western Australia Policy 2-C6: Appointment of Staff in Catholic Schools (Version 11 – 2014)
 Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools (1 October 2015)
 Policy 3.06A: Appraisal of Deputy Principals in Mercy Schools
 Procedure 3.06B: Appraisal of Deputy Principals in Mercy Schools

Review History

2017

Next Review

2020

Version Control

Version	Date	Changes	Authorised
1	February 2012	Original Public Release	Board
2	August 2016	Update to MEL Executive changes	Board
2.1	March 2017	Inclusion of Chief Executive as MEL nominee	Board
2.2	April 2017	Removal of ratification by ILT	Board