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 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 Ltd 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 Ltd Colleges is managed by Mercy Education.

A02 The appointment of Principals is subject to approval by the Board of Mercy Education and ratification by the Institute of the Sisters of Mercy of Papua and New Guinea and by the relevant Bishop or Archbishop.

A03 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.

A04 The successful applicant for the position of Principal will:

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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 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.

A05 The commitment to respect for the dignity of each human person requires principal-appointment processes that are just and open, whilst maintaining appropriate confidentiality. Decision-making will arise from a commitment to thoughtful and shared discernment.

A06 A selection panel will be formed to facilitate the discernment of the best applicant.

A07 The Chief Executive and any available members of the selection panel meet at the College with staff and parents to hear the College community’s expectations for the new Principal.

A08 Confidentiality on the part of all the panel members and any other person involved in the process of appointment is paramount.

A09 Appointment processes will be equitable and transparent and consistent with Commonwealth and State legislation.

A10 Should the Principal be absent from the College for periods up to one term in length, a Deputy Principal will assume the Principalship of the College. Replacement of the Principal for longer periods is managed in consultation with the Mercy Education Board.

A11 Appointment processes will be consistent with Catholic Education Office policies within the given State.

**Victoria**

A12 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**
A13 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**
A14 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 and the Principal will be eligible to apply for the position. 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:**
Recommended Conditions of Employment for Secondary Principals (November 2014)
Recommended Procedures for Catholic Secondary Principals (November 2014)
Catholic Education Melbourne Policy 2.2: Guidelines Relating to the Employment of Staff.
Catholic Education Commission of Western Australia Policy 2-C6: Appointment of Staff in Catholic Schools.
Catholic Education Office of Western Australia: Principal Appointment Procedures Manual 2012
Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools (October 2010)
Policy 3.02A: Performance Review of Principals
Procedure 3.02B: Performance Review of Principals
Policy 3.03A: Enrichment Leave for Principals
Procedure 3.03B: Enrichment Leave for Principals

**Review History**
2016

**Next Review**
2018