

Senior Leadership Position 2023 - 2027



Application Process

Advertisement

Applications are invited from engaging, innovative and inspirational educators for the following senior leadership position commencing Wednesday 18 January 2023.

- **Executive Deputy Principal (Learning and Operations)**

The leadership appointment will have a five (5) year tenure, with an ongoing teaching position associated with this appointment. The commencement date for the successful applicant is Wednesday 18 January 2023.

The successful applicant will be expected to support and uphold the Strategic Direction of the College. They will be supported by the leadership structures within the College, as well as an effective Professional Learning program.

The successful applicant will be required to have current VIT registration.

The full terms and conditions are in accordance with the VCMEA (2018).

For all details, please visit the Employment section on the College website at www.avemaria.vic.edu.au/about/employment

Applications close 4.00pm Friday 12 August 2022

Information provided

- College Overview (July 2022)
- Executive Deputy Principal (Learning and Operations) Position Description
- Application Process - Senior Leadership Team Position (this document)
- Application Form - Executive Deputy Principal
- Professional Colleague Referee Report Proforma

If you require further information about the advertised position, you are invited to contact the Principal, Tanya Hutton on 9331 9308 or via email at Principal@avemaria.vic.edu.au

Application Requirements

Applicants for the position currently advertised are asked to ensure that the following documentation is submitted by the due date:

1. A *completed* Application Form
2. A one-page cover letter addressed to the Principal, Tanya Hutton, outlining your interest and suitability for the position
3. A statement of no more than four pages addressing the Selection Criteria contained in the relevant Position Description
4. A current Curriculum Vitae, including scanned copies of any academic transcripts, registrations and proof of identity

5. *Three (3) Professional Colleague Referee Reports – returned by the referees directly to the principal by the closing date of applications. One of these Reports should be completed by the applicant’s current Principal or delegate.*
- Internal applicants are not required to complete an Application Form, nor to submit a Curriculum Vitae.

Applications are to be submitted electronically, directed to the Principal email at Principal@avemaria.vic.edu.au with the position title listed in the subject line.

Timeline

- Positions will be advertised from Wednesday 27 July 2022
- Closing date for Applications is **4.00pm Friday 12 August 2022**
- Candidates for interview will be advised by Friday 19 August 2022
- Interviews conducted by a panel will be scheduled for the week of Monday 22 August 2022
- All candidates interviewed will be contacted with the outcome of their application by Friday 2 September 2022

***Ave Maria College is committed to the safety, wellbeing
and protection of all children in our care.***