

# Positions of Leadership (POL) 2023 - 2025



## Application Process

### Advertisement

Applications are invited from engaging, innovative and inspirational educators for the following Positions of Leadership.

- **Director of Catholic Identity and Mission - POL 4**
- **Director of Student Wellbeing – POL 4**
- **Leader of Pedagogy – POL 3**

The leadership appointments will have a (3) three-year tenure, with an ongoing teaching position associated with this appointment. The commencement date for the successful applicant is Monday 23 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](http://www.avemaria.vic.edu.au/about/employment)

**Applications close 4.00pm Tuesday 9 August 2022**

### Information provided

- College Overview (July 2022)
- PD Position of Leadership 2023 - 2025 Booklet (July 2022)
- Application Process – Positions of Leadership (this document)
- Application Form
- Professional Colleague Referee Report Proforma (for use for Director position applications only)

If you require further information, you are invited to contact the Human Resources and Compliance Manager on 9331 9335 or via email at [Anthony.Kirley@avemaria.vic.edu.au](mailto:Anthony.Kirley@avemaria.vic.edu.au)

### Application Requirements

Applicants for the position 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 two 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. *Two (2) Professional Colleague Referee Reports for the Director positions only – 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 via [employment@avemaria.vic.edu.au](mailto:employment@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 Tuesday 9 August 2022**
- Candidates for interview will be advised in the week beginning Monday 15 August 2022
- Interviews conducted by a panel will be scheduled in the week beginning 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.***