



MERCY
Regional College

Application Information Booklet

Head of O'Keeffe Campus

Applications close – Monday 2nd October, 2017, at 4.00pm

Introduction

Thank you for your interest in the Head of O'Keeffe Campus role advertised recently for the 2018 school year.

This material plus that found on the college website www.mercy.vic.edu.au is designed to give you a thorough understanding of the position and its importance within the leadership and direction of Mercy Regional College.

The following reminds of the timeline for applications and our processes regarding the receipt of applications:

- Applications close at **4.00pm on Monday 2nd October, 2017.**
- The selection and appointment of both positions is a decision of the College Principal, Dr Darren Egberts.
- Some brief guidelines for applicants have been included; they can be used as a checklist before submitting your application.
- Your application will be acknowledged as soon as it received.
- If short-listing of candidates is required, you will be notified after this has occurred.
- A covering letter should accompany your application.
- All documents that you forward to the College will be treated confidentially.

For information regarding the salary and general conditions beyond what is included in this information, please visit the Industrial Relations site at www.cecv.catholic.edu.au.

For any further information, please contact

Mrs Sue Bohm
Principal's Secretary
Mercy Regional College
Henderson St
Camperdown, 3260
Ph. 03 5593 2011
Email principal@mercy.vic.edu.au

Context

Mercy Regional College is a dual campus Catholic co-educational College located in South West Victoria. The College's McAuley Campus accommodates Years 9 -12 and the O'Keeffe Campus (located 6km from Terang) accommodating Years 7 – 8. This structure has been in place since 2009 and has seen the O'Keeffe Campus grow into a thriving educational community yet one intrinsically linked to the senior campus as a single regional college.

The role of Head of O'Keeffe Campus is very significant with specific responsibilities within the campus, being the first port of call for staff, students, parents and the broader community for most issues. But it is also a fundamentally important leadership role within Mercy Regional College as a whole as the Head of O'Keeffe Campus is a member of the College's Leadership Team and is expected to be frank and fearless advocate for the O'Keeffe Campus.



Selection Principles and Process

Some guidelines and suggestions regarding the application and selection process.

Week beginning Monday 11th September 2017 Positions advertised in local, regional and state press plus electronically

Wednesday 13th September 2017 Application material available on College website.

Package includes:

- Application form
- Application Information Booklet
- Role Description
- Child Safe policy and accompanying material

Essential selection criteria includes:

- Commitment to the Catholic faith
- An understanding of and demonstrated commitment to Catholic education
- Capacity to contribute to the ongoing development of the Catholic identity of the College
- Hold current VIT registration
- Demonstrated commitment to ongoing professional development
- Excellent and long-standing skills as a teacher
- Well developed skills in organization and communication

It is desirable that the applicant also has:

- Accreditation to teach in a Catholic school
- Accreditation to teach Religious Education in a Catholic school

The interview panel will include four or five members:

- College Principal (chair)
- College Deputy Principal
- Staff representative
- Another educational leader

Following receipt of all the applications, the interview panel may need to undertake a short-listing process.

Applicants are required to include three referees as part of their application. Members of the selection panel may conduct verbal referee checks prior to or following interviews.

Applicants are asked to ensure that a Parish Priest is included as one of these three referees.

Once the Principal and Interview Panel has made a decision, unsuccessful applicants will be informed.

Announcements regarding the successful applicants will be made in coordination with the appointee's previous school and then to the wider community.

Applicants should expect interviews to be held in the week beginning Monday 9th October 2017

Application

Each application should include:

- Covering letter in response to the key selection criteria (no more than 3 pages)
- Application form
- Curriculum Vitae