



## Application Process

# DEPUTY PRINCIPAL: WELLBEING

### Guidelines for Applicants

Please ensure that your application conforms to the following requirements:

1. Complete the **Application form** online
2. A one page **Covering Letter**
3. A **statement** of no more than four pages addressing the **Position Description** using the sub-headings
  - Faith Leadership
  - Educational Leadership
  - Community Leadership
  - Administrative Leadership
4. Current **Curriculum Vitae**
5. **Professional Referee** x 3
6. **Parish Priest Referee** x 1

All enquiries should be directed to Brayden Stone on (03) 5851 3000  
Applications close **5:00pm Sunday 9 August, 2020.**

### Timeline for applications

- Applications open Saturday 18 July, 2020
- Applications close 5:00pm Sunday 9 August, 2020
- Short listing of applicants Monday 10 August, 2020
- Interviews for shortlisted applicants commencing Friday 14 August, 2020

### Terms of Appointment

- The Deputy Principal (Wellbeing) salary is linked to the VCMEA salary scale for a Deputy Principal (Category B).
- The Deputy Principal (Wellbeing) is a member of the College Executive Team
- The Contract of Employment is for a three (3) year tenure, commencing January, 2021.
- An ongoing teaching appointment is associated with this position.