

# SELECTION AND APPOINTMENT OF PRINCIPALS AND PERSONS IN SENIOR LEADERSHIP

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**Scope:** This policy applies to all staff employed in Catholic schools and colleges conducted by Catholic Education - Diocese of Rockhampton (referred to as Catholic Education in the document).

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## 1. POLICY STATEMENT

The Diocesan Director Catholic Education is responsible for the selection and appointment of Principals and persons in Senior Leadership positions to Diocesan schools.

The persons appointed to Principalship and Senior Leadership positions in the Diocese of Rockhampton will have:

- Demonstrated commitment to the mission of Jesus Christ and the ministry of the Catholic Church;
- Demonstrated commitment to ongoing religious formation;
- Successful teaching experience;
- Relevant qualifications.

## 2. DESCRIPTION

As Catholic Schools take part in the evangelizing mission of the Catholic Church, effective Christian leadership is indispensable. Those in senior leadership positions require the support of Christian faith communities.

Catholic school communities are committed to the pursuit of excellence in leadership.

## 3. IMPLEMENTATION ISSUES

For all positions:

1. The Diocesan Director Catholic Education acts for and on behalf of the Corporation of the Trustees of the Roman Catholic Diocese of Rockhampton (the employer).
2. Where special circumstances prevail, the Diocesan Director may fill a vacant position temporarily, or for a longer term, depending on the circumstances.



3. Guidelines detailing the selection process and procedures are made available to applicants and all persons participating in the selection process. The guidelines detail any requirements for studies in the religious dimension of leadership and prior successful teaching experience. Role descriptions are also made available to applicants.
4. Consultation with the Parish Priest/Administrator will precede all appointments.
5. Where a successful applicant does not have the required qualifications, the Diocesan Director will negotiate with the applicant the manner and time frame in which this matter will be addressed.
6. Catholic Education will provide support for the ongoing religious formation of Principals and Persons in Senior Leadership positions.
7. With respect to any disputes concerning aspects of the appointment, resolution shall follow due processes and the procedures established by the Diocesan Appeals Tribunal.

For Principals:

8. The School/College Board (or parent body) is consulted prior to the appointment of a principal.
9. Prior to the appointment of a Principal the Diocesan Director discusses the recommendation with the Bishop of the Catholic Diocese of Rockhampton for his determination.
10. A letter of appointment will be negotiated by the Diocesan Director with each Principal. This outlines the terms of contract specifying role, responsibilities, term, remuneration and other conditions of appointment.

For Senior Leadership positions:

11. The Principal of the school/college will be involved in the selection process for appointments to positions of Senior Leadership.
12. Letters of appointment detailing the terms of the contract are signed by the Diocesan Director and the successful applicant.

#### 4. REFLECTION MATERIAL

##### CATHOLIC EDUCATION POLICIES AND DOCUMENTS

- [Accreditation to Teach in a Catholic School \(2016/08\)](#)
- [Accreditation to Teach Religion in a Catholic School \(2016/09\)](#)
- [Staff in Catholic Schools \(2014/07\)](#)

##### RESOURCES

- Congregation For Catholic Education (1988) *The Religious Dimension Of Education In A Catholic School*
- Congregation For Catholic Education (1998) *The Catholic School On the Threshold Of The Third Millennium*, Strathfield, St Paul's Pub
- Queensland Catholic Education Commission (QCEC) (2015) [Senior Leadership Positions in Catholic Schools in Queensland](#)