



CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA

CATHOLIC EDUCATION LEADERSHIP PROGRAMS

Application Form

Program Three The Aspiring Principals' Program

Candidates seeking entry to this program are those currently employed as an assistant principal or deputy principal in a Catholic school or members of the CEOWA employed in leadership positions desiring future appointment as a principal.

- Note that this is now a two-year program and that the previous requirement of willingness to undertake country service has been removed
- Prospective applicants are required to thoroughly read the detailed program information provided
- Note that entry to this program is highly competitive and that participant numbers are capped at 10

Applications must be received at the Catholic Education Office on or before Friday, 05 November 2010 (Term 4, Week 4)

IMPORTANT POINTS TO NOTE

ACCREDITATION REQUIREMENTS

School-based Leaders & CEOWA Staff: Applicants are required to have completed all components associated with *Accreditation for Leadership of the Religious Education Learning Area*

PROGRAM DIMENSIONS & REQUIREMENTS

Year One: the Aspiring Principals' Program Orientation Year

Aspirants are required to:

- complete all program modules – 11 modules over 13 days (eight days during Term time, five days during school holidays)
- attend school board meetings as an observer and participate in school board sub-committees as appropriate (e.g. finance and/or planning sub-committee)
- participate in two online discussion forums (Term 1 and 2)
- submit an electronic leadership journal consisting of three reflection papers (end of Term 4)

Year Two: the Aspiring Principals' Program Enrichment Year

Aspirants are required to:

- complete all program modules – seven modules over eight days (five days during Term time, three days during school holidays)
- answer a number of online questions in December of the orientation year to assist the development of an emotional intelligence profile before linking with an accredited System-level coach who will guide emotional intelligence profile analysis and assist aspirant formulation of a career plan
- work with their current principal and System-level coach to select and conduct a QCS component review
- attend school board meetings as an observer and participate in school board sub-committees as appropriate (e.g. finance and/or planning sub-committee)
- participate in three online discussion forums (Term 1, 2 and 3)
- participate in three, half-day emotional intelligence sessions
- participate in a two-day, overnight retreat with a focus on critical reflection / reflective practice theory and techniques
- prepare and submit a 1500 word (maximum) reflection paper and participate in a Key Learnings Forum facilitated by the CEOWA program convenor.

PROGRAM COST

This is a free program for both teachers and CEOWA participants with funding provided through the Catholic Education Commission of Western Australia (CECWA).

However, schools are expected to fund the days of teacher relief associated with the modules planned during term time (i.e. eight days during the orientation year and five days during the enrichment year). At the end of each year of the program, on the provision that the participant meets all obligations detailed in the *Expectations* section of this document, a 100% teacher relief reimbursement payment will be made to each participant's school.

Note that costs incurred via participant travel by vehicle will not be reimbursed. Rather, participants are encouraged to claim mileage on their personal income tax return. Consultation with the Australian Taxation Office regarding record maintenance is recommended.

APPLICATION PROCEDURE

Download and complete Part A of the Application Form. Forward this to your principal, CEOWA team leader or CEOWA Executive member for written endorsement of Part B before asking them to lodge both parts on your behalf with the Catholic Education Office. You will receive email confirmation upon receipt of your application.

Parts A and B of the application form may be faxed, mailed or scanned and emailed to the Administrative Assistant, Leadership & Organisational Development Team, at the Catholic Education Office.

Fax (08) 6380 5285

Mail PO Box 198 Leederville WA 6903

Email leadershipceowa@ceo.wa.edu.au

Upon receipt of your application, your responses, principal / CEOWA supervisor endorsement and references will be used to create a short-list for the interview phase. All members of this shortlist will be required to complete online profiling of emotional intelligences before attending a CEOWA panel interview at a mutually agreed date and time. All candidates will be informed of the outcome of the application process in early January 2011.

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Part A: To be completed by the applicant and handed to your principal / CEOWA supervisor for endorsement

PERSONAL DETAILS

Name	
Are you an Aboriginal Participant? (Yes / No)	
Home Address	
Age Range (please tick) <i>Note: this data does not form part of the selection criteria, it is used for Federal Government reporting processes</i>	20-25 <input type="checkbox"/> 36-40 <input type="checkbox"/> 51-55 <input type="checkbox"/> 26-30 <input type="checkbox"/> 41-45 <input type="checkbox"/> 56-60 <input type="checkbox"/> 31-35 <input type="checkbox"/> 46-50 <input type="checkbox"/> 61-65 <input type="checkbox"/>
Home Contact	
Mobile Contact	
Place of Employment	
Employment Address	
Current Position	
Work Contact	
Email Address	

ACCREDITATION STATUS

Highest Level of Accreditation Attained	Year Awarded

QUALIFICATIONS

Degree Title	University	Years	Graduating Year

EMPLOYMENT HISTORY

Position	School / Organisation Name & Address	Principal / CEOWA Team Leader / Manager Name	Years

PARISH INVOLVEMENT

Parish Group / Organisation	Involvement / Position	Years
Parish Priest Name		
Parish Priest Contact		

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Organisation Title	Member Status / Role	Years

REFEREES

Name	Position	Work Contact	Mobile Contact

PERSONAL STATEMENT

Please provide a response for each of the following questions. Attach supporting documentation to this application as appropriate.

1. With reference to the following Leadership Framework domains, use an example to describe the manner in which you apply your leadership capabilities. Please ensure that you include aspects of future focus in your statements (300 words per heading).

- **Catholic Identity**

- **Education**

- **Stewardship**

- **Community**

2. Outline your motivations for seeking principalship (500 words).

3. At the end of your career as a Catholic school principal, outline five key characteristics of your leadership style that you would like the members of your school community to remember (500 words).

Signed

Date

Ensure that this part of the application form is forwarded to your principal / CEOWA supervisor for endorsement. Post-completion, he / she must return Parts A and B of this application to the Catholic Education Office

**Program Three
The Aspiring Principals' Program**

**Part B: To be completed by the principal / CEOWA supervisor.
This person must then return Parts A and B to the
Catholic Education Office**

PRINCIPAL / CEOWA SUPERVISOR ENDORSEMENT

Candidate's Name	
Principal / Supervisor's Name	
Workplace Name	
Workplace Address	
Principal / Supervisor's Work Contact	
Principal / Supervisor's Mobile Contact	
Principal / Supervisor's Email Address	
How long have you known this applicant?	

Please tick one of the following boxes:

I strongly endorse this application

I endorse this application

I do not endorse this application

PRINCIPAL / CEOWA SUPERVISOR STATEMENT

Please provide a statement of endorsement for this candidate based on the following criteria (you may be contacted to provide further detail).

Contribution toward the school's Catholic Identity

Capacity as an educational leader

Knowledge of school finances and capital development and capacity to learn these skills

Knowledge of workforce relations issues and capacity to learn these skills

Care of staff and capacity to generate and maintain positive relationships

Capacity to relate to others in the school community

Potential of this candidate as a future principal

General comment

Signed

Date

Return to the Administrative Assistant, Leadership & Organisational Development Team, by Friday, 05 November 2010 (Term 4, Week 4).

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