



**MAZENOD  
COLLEGE**

**INFORMATION PACK  
FOR THE POSITION  
OF**

**PRINCIPAL  
MAZENOD COLLEGE  
LESMURDIE**

**All applications must be received by  
4.00pm on Tuesday, 16 August 2022**



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie

### BACKGROUND

.....  
The Provincial of the Missionary Oblates of Mary Immaculate invites applications from suitably qualified Catholics and outstanding leaders for the above position, commencing Term 2, 2023.

Mazenod College is a Catholic school for boys and is located in the suburb of Lesmurdie in the Perth hills. The College commenced in 1966 with the Oblate priests leading the college throughout the years. The college is blessed to have two resident priests who are very active in serving the community. The first lay Principal took on the role in January 2017.

The Provincial is seeking an experienced educator and strategic Catholic leader who is deeply committed to Catholic education. The successful applicant will be passionate about educating young men and providing for the needs of the boarders and their families. The successful applicant will be able to think strategically and innovatively to enrich the existing culture of excellence in teaching and learning, with a deep commitment to further build upon the data and evidence-informed culture in our college.

The expectation of the College community is that the Principal will fully embrace, nurture and share the spirit of St Eugene de Mazenod.

The Provincial has delegated the responsibility of the governance of Mazenod College to the Board of Mazenod College Limited to whom the Principal is answerable.

This Information Package outlines the:

- Instructions for Applicants
- Process and Timeline
- Selection Criteria
- Duties and Responsibilities of the Principal
- Conditions of Employment

Any additional information can be obtained from Mr Jeff Thorne of Thorne Consulting, by phone on 0409 084 548 or by visiting the College website [www.mazenod.wa.edu.au](http://www.mazenod.wa.edu.au)



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie

### INSTRUCTIONS FOR APPLICANTS

.....  
Applicants for the position of Principal of Mazenod College, Lesmurdie are asked to ensure that the following documentation is submitted by the due date:

1. A **one page covering letter** addressed to the Provincial, Missionary Oblates of Mary Immaculate, briefly outlining reasons for your interest in the position
2. The **completed Application Form** (available from the College website)
3. A **statement of no more than four pages** in total addressing the Selection Criteria
4. Completed **written referee reports by three (3) nominated referees**. Please note:
  - Referee Report forms are available from the Mazenod College website
  - Applicants are asked to remind their referees that report forms must be submitted by 4.00pm on Tuesday, 16 August 2022
  - As stated above one referee must be the applicant's current employer and one the applicant's parish priest, unless there is sound reason for either not to occur - in that case the reason must be stated and an alternative person nominated must complete the referee form
5. A current **Curriculum Vitae**

**All applications must be received by  
4.00pm on Tuesday, 16 August 2022**

Applications are to be addressed to the Provincial, Missionary Oblates of Mary Immaculate:

**Email address:** [principal2023@oblates.com.au](mailto:principal2023@oblates.com.au)

**Postal address:** The Provincial, Missionary Oblates of Mary Immaculate  
Mazenod College  
55 Gladys Rd  
Lesmurdie WA 6076

*The Missionary Oblates of Mary Immaculate is an equal opportunity employer and is deeply committed to honouring the first peoples of this land, working alongside them for reconciliation and justice. All eligible applicants are encouraged to apply.*



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie

### PROCESS AND TIMELINE

ACTIVITY	DATE
The modified advertisement is sent to CEWA and other Catholic Education Offices in Australia along with a link to the Mazenod College website	By Friday 22 July 2022
<b>The full advertisement is published prominently on the home page of the College website with the application package</b>	<b>By 6.00pm Friday 22 July 2022</b>
<b>The position is advertised on the Oblates website with a link to the College</b>	
The modified advertisement is published in the <i>West Australian</i> and the <i>Australian</i> newspapers directing applicants to the College website	Saturday 23 July 2022
<b>Applications close at 4.00pm</b>	<b>Tuesday 16 August 2022</b>
Acknowledgement of receipt of application by email	Week beginning Monday 22 August 2022
Interview Panel convenes to shortlist applicants for Interview 1 and to allow the Interviewing Panel time to undertake induction	
Names of applicants for Interview 1 provided to the Provincial for approval	
Successful applicants for Interview 1 are contacted by phone initially and then details of interview times are confirmed by email	
Names are provided to the Executive Director of CEWA for information	
Applicants not selected for Interview 1 are notified by email	
Referee checks as required for those shortlisted for Interview 1	
Interview 1	Week beginning Monday 29 August 2022
Names of successful applicants (at most 2) for Interview 2 are determined	
Successful applicants for Interview 2 are contacted by phone initially and then details of interview times are confirmed by email	
Names are provided to the Executive Director of CEWA for information	
Applicants interviewed but not selected for Interview 2 are contacted by phone	
<b>Interview 2 conducted by the Provincial and Board Chair</b>	<b>Monday 12 September 2022</b>
Offer of appointment by the Provincial or his delegate. The successful candidate to sign the letter of acceptance.	Week beginning Monday 17 September 2022
The Archbishop and the Executive Director of CEWA are informed of the appointment	
<b>Announcement in both (current and Mazenod College) communities</b>	<b>Week beginning 26 September 2022</b>



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie

### SELECTION CRITERIA

.....  
Through the selection process, the Provincial is seeking to appoint a leader of the highest calibre who will utilise their talents to give life to the mission of the College.

#### Essential Criteria

The successful applicant will:

1. Be an active member of the Catholic Church with a commitment to promoting the teachings of the Church and the charism of the Missionary Oblates of Mary Immaculate
2. Have significant experience in a leadership position at senior level (e.g. Principal, Deputy Principal, College Dean or CEO Senior Officer)
3. Have relevant teaching qualifications and post graduate qualifications in education, leadership, religious education and/or theology. If the required Religious Education Accreditation status has not been achieved, a commitment to do so in a timely manner is essential.
4. Demonstrate a high level of competency in the domains of leadership as outlined in the description of the Duties and Responsibilities of the Principal
5. Demonstrate a passion for boys' education and understanding of the importance of a thriving boarding community
6. Demonstrate a deep commitment to the wellbeing of students, staff and parents.

#### Desirable Criteria

The successful applicant will:

7. Have proven ability to lead strategically in a school setting and promote a common sense of purpose
8. Demonstrate an ability to think creatively and innovatively and enrich an existing culture of excellence in teaching and learning
9. Demonstrate financial acumen and an ability to work collaboratively with a School Board to deliver on strategic priorities
10. Have significant experience in a leadership position at senior level in more than one educational setting



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie

### DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

.....  
The Principal holds a key role within the organisation and requires diversity and flexibility in order to undertake the duties and responsibilities associated with the position. The responsibilities of the Principal are set out in a Contract of Employment between the employer and Principal. They are listed below:

#### 1. CATHOLIC IDENTITY LEADERSHIP

- Providing spiritual and religious leadership for the College community
- Enacting the values, vision, mission and educational goals of the College and of the Missionary Oblates of Mary Immaculate
- Maintaining active membership of the Catholic church and a manner of life which gives witness to that membership
- Fulfilling such accreditation and in-service requirements as are prescribed by the employer
- Striving to develop a school culture of rituals and practices which reflect the Catholic faith and the Oblate charism
- Actively promoting the commitment of the Oblates to support the poor and marginalised

#### 2. EDUCATION LEADERSHIP

- Promoting a culture of learning and continuous improvement
- Promoting the holistic development of students and ensuring an inclusive approach to the learning needs of all students
- Providing for the induction, faith and professional development, supervision and evaluation of staff
- Providing regular feedback to the College Board on educational outcomes and plans for continuous improvement of academic performance
- Make provision for the implementation of the Religious Education requirements of the Archbishop of Perth
- Involving parents, as far as practicable, in their sons' learning



# MAZENOD COLLEGE

## 3. COMMUNITY LEADERSHIP

- Nurturing a sense of community in the College with a particular emphasis on the boarding community
- Providing for exemplary standards of pastoral care of students and staff for a disciplined and caring learning environment
- Encouraging and facilitating appropriate student leadership and participation
- Keeping parents regularly informed of student progress and school events
- Encouraging parents/guardians and ex-parents/guardians to be active members of the College community
- Encouraging ex-students to be active members of the College community

## 4. STEWARDSHIP

- Working co-operatively with the College Board to implement the policies of the Oblates and the Catholic Education Commission of Western Australia
- Ensuring compliance with all legislative requirements
- Engaging staff and terminating appointments on behalf of the employing authority in accordance with applicable industrial agreements
- Working with the College Board on the development, implementation and review of the College's Strategic Plan
- With the College Board, planning for and providing facilities best suited to the learning needs of students
- With the College Board, managing school finances in accordance with the approved annual budget



# MAZENOD COLLEGE

## Principal Mazenod College, Lesmurdie CONDITIONS OF EMPLOYMENT

---

### Remuneration

The remuneration package will include a base salary and superannuation as per the Catholic Education Commission of WA (CECWA) Principals' Salary Scale with additional Oblate and Boarding loadings. Specific details can be obtained by emailing [principal2023@oblates.com.au](mailto:principal2023@oblates.com.au)

### Salary Packaging

The Principal may elect to enter into a salary package arrangement which will be in accordance with guidelines established by the CECWA. Independent financial advice is required prior to proceeding with salary packaging. For more information on salary packaging, please contact the provider or CEWA.

### Motor Vehicle/Technology/Communication Provisions

The College will provide the Principal with a fully maintained motor vehicle as per CECWA conditions for Diocesan Principals, a mobile phone and laptop computer in order to fulfill his/her duties. Such items remain the property of the College.

### Tenure

A three (3) year Contract is offered with provision of a second five (5) year Contract and a third four (4) year Contract subject to successful review. At the end of 12 years the position will be advertised.

### Leave Entitlements

The Principal will have leave entitlements equivalent to those offered to CECWA Diocesan Principals under the CECWA Contract of Employment for Diocesan Principals. These include:

- Annual Leave
- Sick Leave
- Maternity/Paternity Leave
- Long Service Leave
- Professional Renewal Leave

Long Service Leave and Sick Leave are portable between Catholic schools within the Catholic system of Western Australia. This will be negotiated if the successful applicant is from a Catholic school in another state.

### Other requirements

The successful applicant will also be required to:

- Hold a current Teacher Registration Board of WA (TRBWA) registration number and a Working with Children (WCC) Card