

# DEPUTY PRINCIPAL APPLICATION

PREPARED FOR ALL GOOD WORKS



---

St Norbert  
College



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## APPLICATION INSTRUCTIONS

Thank you for your interest in the position of **Deputy Principal**.

All applicants should be appropriately qualified and willing to support the Norbertine and Catholic Ethos of the College.

St Norbert College is a Year 7-12 Catholic co-educational College operated by the Norbertine Canons.

Applicants for the position of Deputy Principal of St Norbert College are asked to complete the following instructions:

1. Please include a covering letter (maximum two (2) typed pages) outlining:
  - The reasons for your interest in the position;
  - Your suitability for this position;
  - The personal qualities you would bring to the position;
  - Your skills and successful experience in educational leadership and management.
2. Please fill in **all** sections of this Application Form even if you wish to attach a curriculum vitae.
3. On the Application Form please address the four key areas as related to the Ministry of Leadership at St Norbert College - Catholic Identity, Education, Community, and Stewardship. With respect to each of these four key areas, you are asked to outline:
  - Your philosophy;
  - Any initiatives and innovations in which you have been involved;
  - The outcomes of these;
  - Your vision for the future.
4. Include in your Application Form the contact details of referees (one of which must be your current employer).
5. Email a copy of the Deputy Principal Referee's Report to your chosen referees.
6. Include any additional information you feel is relevant to your application.
7. Attach all the required documents with your Application Form and covering letter and forward to:

### Mail

The Principal  
St Norbert College  
PO Box 354  
CANNINGTON WA 6987

### Email

Executive Assistant to the Principal  
Mrs Angela Hughes  
[angela.hughes@norbert.wa.edu.au](mailto:angela.hughes@norbert.wa.edu.au)

Completed applications should be submitted and marked 'Confidential' and addressed to the Principal by the closing date – Monday, 29 April 2024 at 9.00am.

Confidential enquiries to the Principal, Ms Sharon Rainford.

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## APPLICANT DETAILS

Title:                                    Mr                                    Mrs                                    Miss                                    Dr                                    Prof                                    Assoc Prof

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone:                                    Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Aboriginal/Torres Strait Island Descent?                                    Yes                                    No

Australian Permanent Resident (If born outside  
of Australia)                                    Yes                                    No

Current Position: \_\_\_\_\_ School: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Working with Children Notice: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Teacher Registration Board of WA Registration: \_\_\_\_\_

Use above address for communication in relation to this                                    Yes                                    No  
Application (please provide preferred postal address below)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

I am applying for:                                    Deputy Principal – Years 7 to 10

Deputy Principal – Years 9 and 12

Either position

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## REFEREES

Names and addresses of persons who have consented to act as referees. The Norbertine Canons reserve the right to contact persons not nominated by the applicant.

### 1. Priest who is known to you

Name: \_\_\_\_\_ Parish: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Professional Referee (a person with whom you are currently working)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. Professional Referee

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 4. Current Employer, Superior or Board Chair

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you would prefer the person nominated as No. 4 was not contacted, please outline your reasons and nominate as a referee a previous employer or superior.

### 5. Alternative to Current Employer, Superior or Board Chair

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please ensure you email a copy of the Deputy Principal Referee Report to your chosen referees.**

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## QUALIFICATIONS

### 1. Tertiary Education Qualifications (including those for Religious Education)

Please attach copies of Accreditation qualification where relevant.

Years Attended	Institution	Qualifications	Major Area/s of Study

### 2. Accreditation

Accreditation Level - Accreditation for Leadership of the Religious Education Learning Area or working towards such would be required. Please attach copies of Accreditation qualification where relevant.

Year Completed	Accreditation

Applicants from other States in Australia are asked to provide tertiary transcripts of completed Catholic units for consideration. Please attach transcripts with copy of other requested statements.

### 3. Other Qualifications

Years Attended	Institution	Qualifications	Major Area/s of Study



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## QUALIFICATIONS

### 4. Relevant Personal Professional Development

Give details of courses, conferences and seminars attended within the past three (3) years that relate to this position. Please list from most recent.

Year Completed	Institution/Provider	Title

### 5. Parish/Community Involvement

Describe ways you are/have been involved in your Parish and/or Community.

--

### 6. Membership of Professional Organisations

Name of Professional Organisation	Commencement Date



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## EXPERIENCE

### 1. Teaching Experience (including Religious Education)

Year	School	Subjects Taught

### 2. Administrative Experience

Please provide details of relevant experience in administrative or leadership roles, length of time in that position and a brief summary of notable achievements and innovations.

Year	Administrative Role	Time in the Position	Achievements/Innovation



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## THE MINISTRY OF LEADERSHIP

For each of the four key areas (Catholic Identity, Education, Community and Stewardship). With the position of Deputy Principal in mind, please outline:

- your philosophy
- any initiatives and innovations in which you have been involved
- the outcomes of these
- your vision for the future

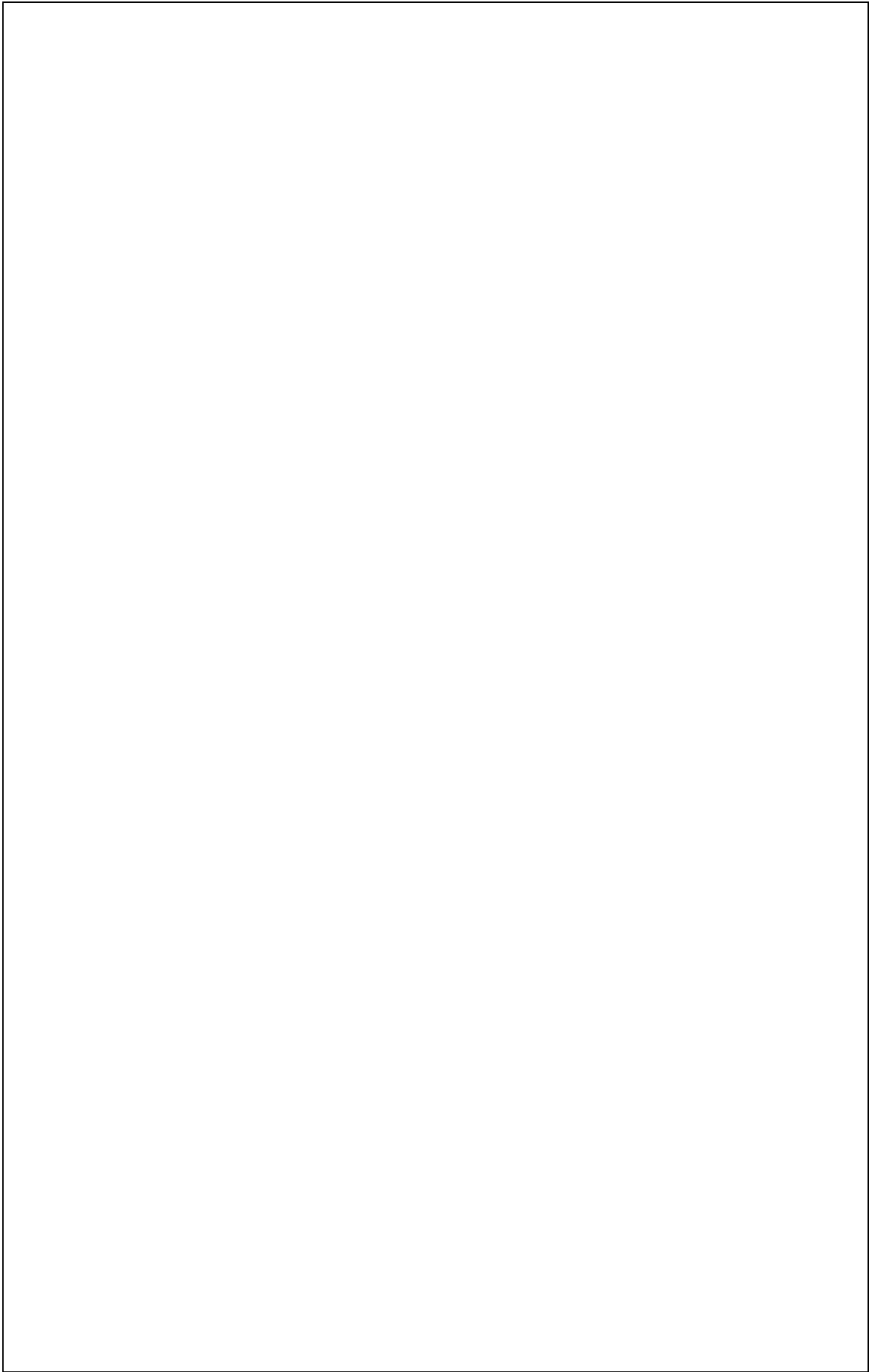
### 1. Catholic Identity





St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS



135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## THE MINISTRY OF LEADERSHIP CONT.

### 2. Education

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

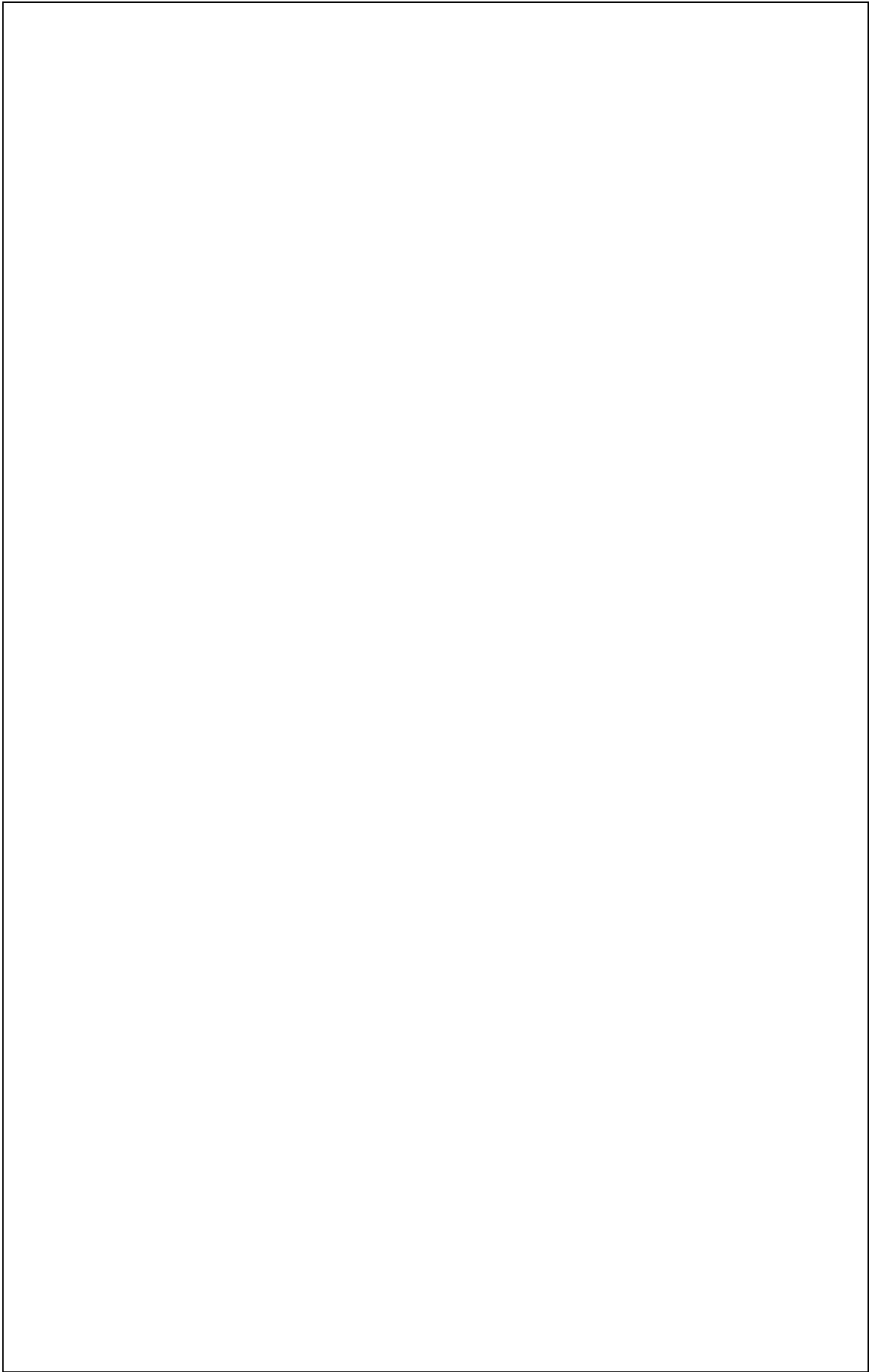
W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS



135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## THE MINISTRY OF LEADERSHIP CONT.

### 3. Community

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

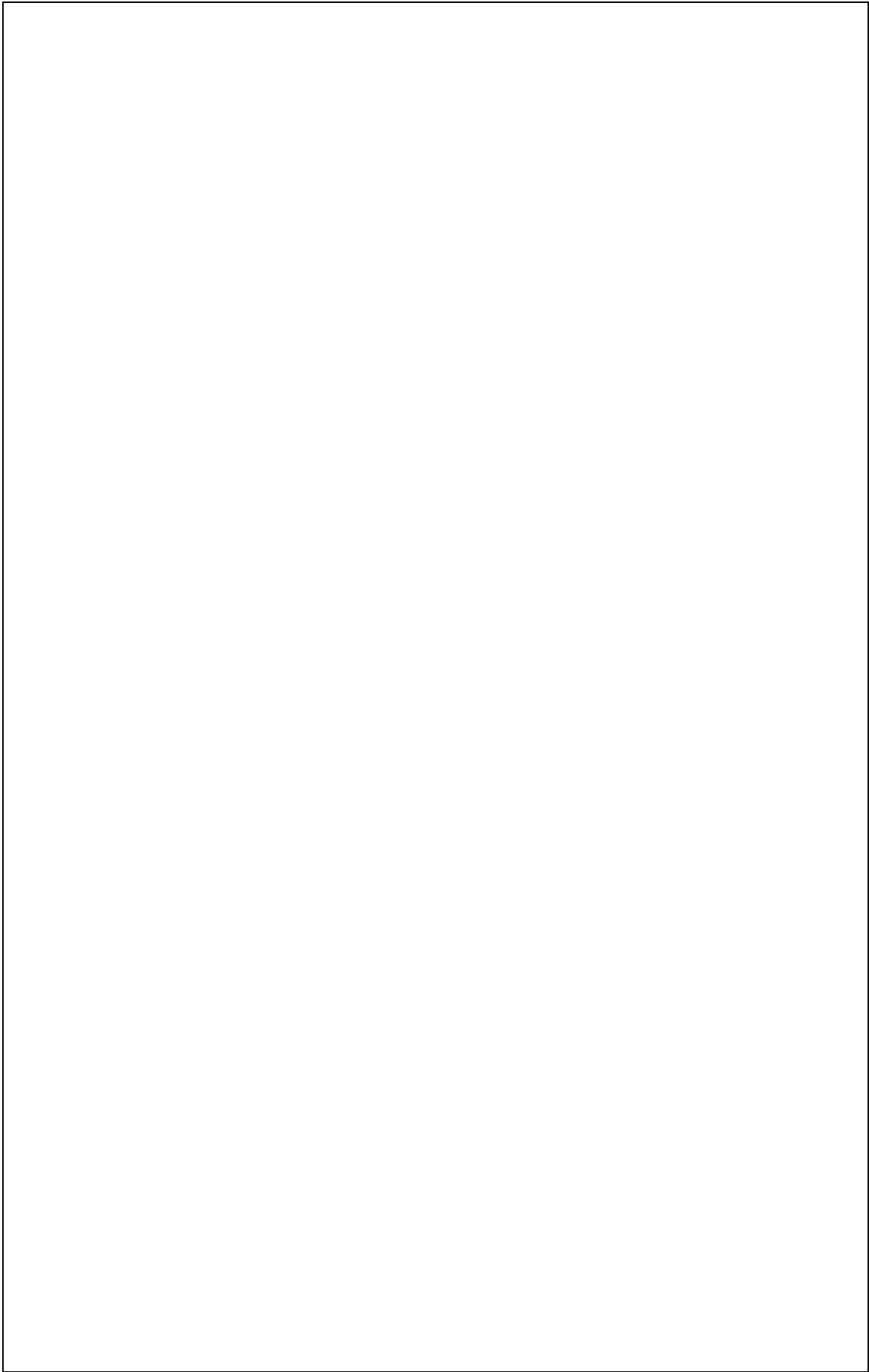
W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS



135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## THE MINISTRY OF LEADERSHIP CONT.

### 4. Stewardship

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

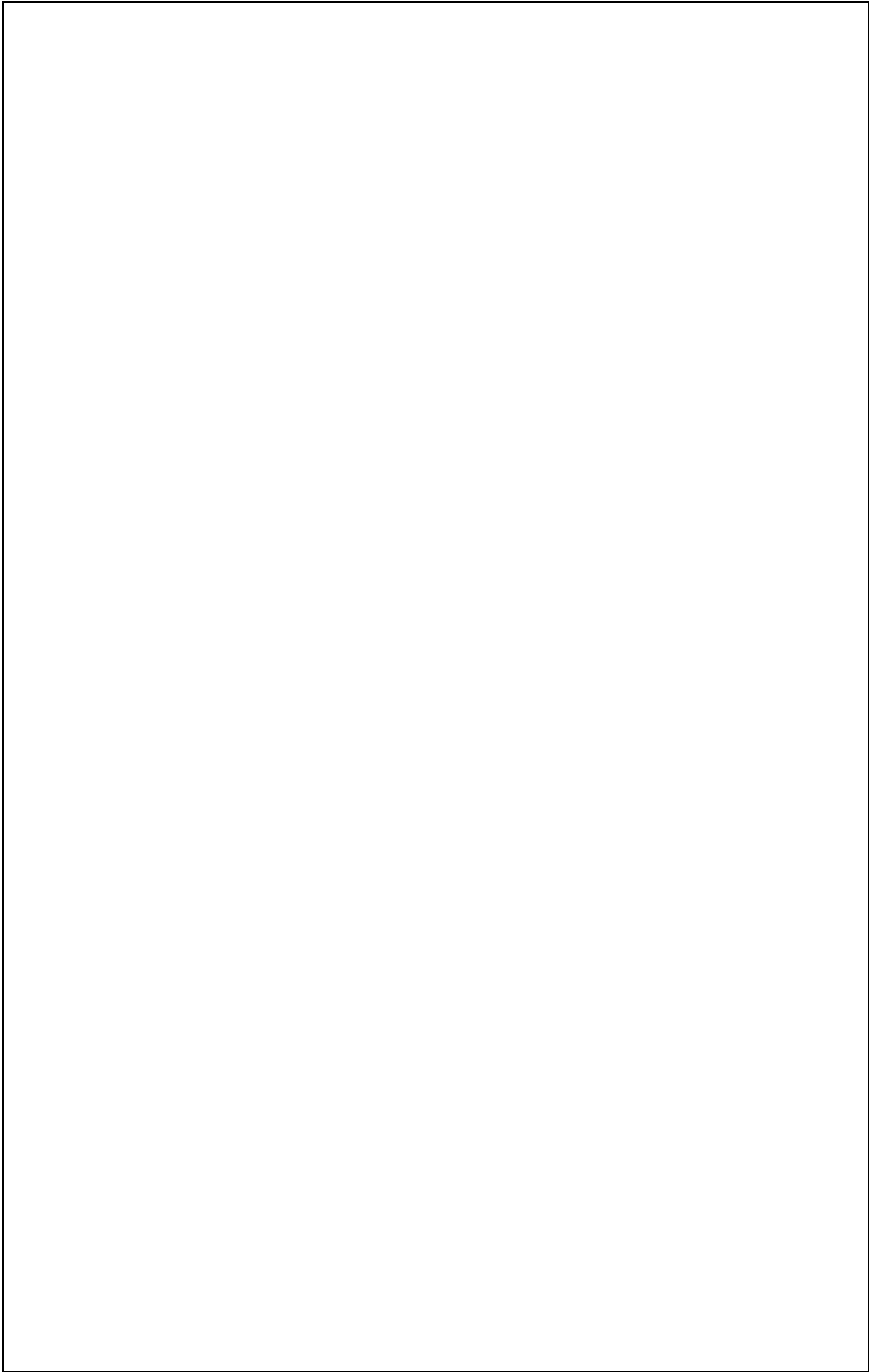
W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS



135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208



St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## OTHER RELEVANT INFORMATION

### 1. Membership or involvement in parish groups or organisations

### 2. All teaching staff are expected to be involved in the co-curricular life of the College. Please outline an area of interest and/or expertise that you may have in the area of co-curricular activities

### 3. Copy of Documents to be attached

- A covering letter (maximum 2 typed pages)
- Most recent Academic Statement(s)
- Accreditation for Leadership of the Religious Education Learning Area (or Tertiary transcripts of completed Catholic units if not from Western Australia)
- TRBWA Membership showing financial status
- Working with Children Clearance
- Mandatory Reporting
- Citizen/Residency documentation if relevant (i.e. passport/visa/citizenship info)

### DECLARATION

- I declare that all the information provided in this application is true in all respects
- I declare that I have not withheld information which would have a bearing on my professional reputation or ability to carry out the duties required.
- I consent to all necessary reference checks being made in support of this application.
- I acknowledge my commitment to support the Norbertine and Catholic Ethos of St Norbert College and agree to take an active involvement in the life of the Norbertine Community.
- I recognise that St Norbert College is a smoke and vape free workplace.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208





St Norbert  
College

PREPARED  
FOR ALL  
GOOD WORKS

## IMPORTANT EMPLOYMENT COLLECTION INFORMATION FOR APPLICANTS

- In applying for this position you will be providing the College with personal information.
- Personal information, contained in the application or on your curriculum vitae, will be collected in order to assess your application. This information may be stored by the College but will not be disclosed to any third party without your consent.
- It is your responsibility to inform nominated referees that you have passed on their contact details and the reason for this. All nominated referees of short-listed candidates will be contacted.
- You may seek access to personal information held about you if you are unsuccessful for the position. However there will be occasions where this is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Application forms and other personal information of unsuccessful applicants will be destroyed on completion of the appointment process.
- Your application must include the appropriate documentation required for the position. These documents acquired within the last two years.

135 Treasure Road  
Queens Park WA 6107  
PO Box 354 Cannington  
WA 6987

T: (08) 9350 5433

E: [snc@norbert.wa.edu.au](mailto:snc@norbert.wa.edu.au)

W: [www.norbert.wa.edu.au](http://www.norbert.wa.edu.au)

ABN: 29 781 711 208