**Director of College Orgainastion**

Applicants Information Form

Mary MacKillop Catholic Regional College, which has an enrolment of 570 students as at the February Census, is seeking to appoint an experienced and talented teacher for the following senior leadership position commencing in 2025 as soon as vailable:

* **Director of College Organisation**

# Pre-Employment Checks:

Mary MacKillop Catholic Regional College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

* Working with Children Check status, or similar check;
* Proof of personal identity and any professional or other qualifications;
* The person’s history of work involving children; and
* References that address the person’s suitability for the job and working with children.

# Timeline:

* Commence from 16 December 2025 Advertise: College Website, DOSCEL, SEEK, social media and other web-based job boards
* Friday 28 February 2025 Applications Close (4.00pm)
* Wednesday 5 March shortlisting
* Week beginning Monday 17 March (to be determined) interview at the College.

# Requirements:

* An accompanying letter that addresses why you are applying for the position;
* Application form which includes addressing key selection criteria;
* A curriculum vitae that includes at least:
  + Relevant personal details;
  + Academic and Professional Qualifications;
  + VIT Registration Number;
  + Teaching Experience;
  + Leadership/Administrative experience;
  + Other relevant experience;
  + Relevant professional development for last three years;
  + Parish/Church involvement;
  + Other involvement that might support your application – Professional, Community, Recreational and other;
  + Contact details for three professional referees (including relationship to that person; email and telephone number).
  + Confidential Referee Forms (3) to be sent by your referees including your Parish Priest, directly to the Principal via email - [**principal@mmcrc.catholic.edu.au**](mailto:principal@mmcrc.catholic.edu.au)

# Tenure:

The successful applicant will be appointed to Mary MacKillop Catholic Regional College as a teacher in an ongoing capacity. In being appointed to the position of Director, the successful applicant shall be appointed for four years. After this time, the position will be advertised internally and externally with the incumbent free to apply.

The Director of College Organisation is appointed by the Principal and is responsible to the Principal and is responsible for leading College organisation, timetabling and other related responsibilities to improve student educational outcomes at our College as outlined in the strategic plan and the role description. Accordingly, **all required submissions are to be directed to:**

**Mary MacKillop Catholic Regional College Principal's EA, Nia Robinson, by email** [**nrobinson@mmcrc.catholic.edu.au**](mailto:nrobinson@mmcrc.catholic.edu.au) **addressed to the Principal, Mr John M Freeman at Mary MacKillop Catholic Regional College**

**by no later than 4.00pm Friday 28 February 2025.**