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**ASSISTANT PRINCIPAL – STUDENTS****Application Process**

Applications for the position of Assistant Principal – Students should include the following information:

1. A letter of application that includes a supporting statement outlining your educational philosophy and vision;
2. How your skills, experience and personal attributes might be assessed against each of the selection criteria (maximum 6 pages/minimum font 11).
3. A detailed resume highlighting your:
  - your contact details (address, telephone number and email address);
  - current position and areas of responsibility, prior teaching and leadership experience;
  - cultural, community and recreational involvement and interests;
  - academic and professional qualifications and publications; and
  - the names and contact details of four referees who may be approached in confidence. One of these referees must be your current employer and one from a Parish Priest.

Applications marked “Confidential” should be lodged via email to:

[wendy.williams@emmaus.vic.edu.au](mailto:wendy.williams@emmaus.vic.edu.au)

Closing date for applications is Friday, 9<sup>th</sup> June, 2017. The College Board reserves the right to fill the position by invitation, to re-advertise the position, and to contact persons not nominated by the applicant.

Please note shortlisting will occur during the week 12-16 June with interviews commencing the week beginning 19 June. The appointment will then be announced 30 June 2017.

*This school community promotes the safety, wellbeing and inclusion of all children.*