Background
Thank you for considering the materials that are contained within this Application Package. It is important to read all of the documentation thoroughly should you consider applying for the position. The incoming Rector is expected to commence duties for the 2017 school year following on from the retirement of the current Rector, Mr Robert Out.

The Franciscan Order of the Friars Minor in Australia founded Padua College, Kedron. Padua College is the only schooling institution operated by the Order in Australia. The Franciscan Order of the Friars Minor auspices the College through Padua College Ltd., as the employer. This governance structure includes a College Board through which operational directions and accountability are coordinated.

The Board has established a Short-listing Panel and an Interview Panel. The Interview Panel will make a recommendation to the Board that will be formalised with the Definitory (Provincial Council of the Order of Friars Minor).

Applications close at COB on Monday 21 March 2016.

The short-listing is scheduled for the week commencing Monday 4 April with interviews to be arranged between 13 - 15 April. Short-listed candidates will be notified of their interview timeslot by telephone with an email confirmation.

It is anticipated that the process will be concluded by late April/early May with formal announcements co-ordinated as soon as practical upon finalisation of the employment arrangements with the successful applicant. All applicants will be notified of the outcome.

The Definitory would also like to meet with the successful appointee during its May meeting in Brisbane.

Process
Short-listed applicants will meet the Eligibility Criteria. This is determined through examination of documentation supplied. (See P.3)

Applicants need to address the Five Selection Criteria in their application. A one-page summary per criterion will suffice. (See P.4)
Applicants need to supply the name, email and mobile phone contact of 3 referees. Two of the three are essential: a priest (preferably your parish priest) and your current employer/supervisor.

Please provide certified copies of tertiary qualifications.

Please direct any initial enquiries to me at admin@damienfbrennan.com.au or by telephone (w) 07 3206 3676 or (Mob) 0488 489 635.

Applications and supporting documentation, such as a current CV, are to be submitted electronically to me by COB on Monday 21 March to the above email address.

Thank you again for considering these documents and the role of Rector. Please do not hesitate to make contact should you require further information about the role or the process.

Damien F Brennan

Project Consultant
Eligibility Criteria

(For use in short-listing process)

The Short Listing Panel will seek evidence of the following criteria in an applicant’s documentation and via communication with the three nominated referees. The panel reserves the right to apply discretion to the holistic application of these criteria in determining the interview shortlist.

1. Committed, practising Catholic
2. Post Graduate Qualifications in Education (beyond pre-service)
3. Suitable Post Graduate Qualifications (Masters level or equivalent) in Christian Leadership, Religious Education, Theology or similar
4. At least ten years successful teaching experience, including demonstrated support to or engagement in religious education programs
5. Current teacher registration in Queensland or eligibility
6. Demonstrated successful and substantive senior leadership experience in Catholic schooling.

Please ensure that any supporting documentation is verified and that of your 3 referees one is a priest (preferably your parish priest) and another is your current employer/supervisor.
**Selection Criteria**
(Applicants to address)

Applicants are requested to provide in their application, for each criterion, a one-page summary of demonstrated effectiveness. These five criteria are the Key Result Areas from the Rector’s Role Description, which is an accompanying document.

**Faith Leadership**

**Educational Leadership**

**Staff and Community Leadership**

**Strategic Leadership**

**Administrative Leadership**

**Interview Process**

Individual interviews will be scheduled for around 90 minutes. Part of the process will include an opportunity for short-listed applicants to provide a formal presentation to the Interview Panel. Short-listed candidates will be briefed on this.
Appointment Details

An initial Five Year contract will be offered to the successful applicant.

A formative appraisal will occur in the first half of the second year to formalise goal setting for the future. A summative appraisal process will occur during year four of the initial contract to inform future professional learning and continuing employment.

The employment package recognises the unique nature of Padua College as the only Catholic school in Australia that operates under the auspices of the Franciscan Order of the Friars Minor. The package relates to Catholic schools of a similar size and complexity in Queensland and includes a professional renewal component, superannuation and private use of a vehicle.

The Rector is directly accountable to the Board of Directors through its Chair.