



ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

SUBJECT: PRINCIPAL SELECTION PROCESS		PROCEDURE REFERENCE NUMBER GASC-001
DATE APPROVED: 26 February 2015 by Bishop-in-Council		VERSION New procedure
IMPLEMENTATION DATE 26 February 2015	REVIEW DATE AND FREQUENCY As required but at least 3 yearly	RESPONSIBLE FOR REVIEW Grafton Anglican Schools Commission

1. PURPOSE

The purpose of this policy is to define and document the process that Anglican School Councils are to follow when a position of School Principal becomes vacant to ensure that the selection criteria and DSC guidelines are met and the Bishop's approval is given before an offer of employment is made.

2. SCOPE

This policy and procedures applies to all Anglican School Councils within the Diocese of Grafton.

3. POLICY

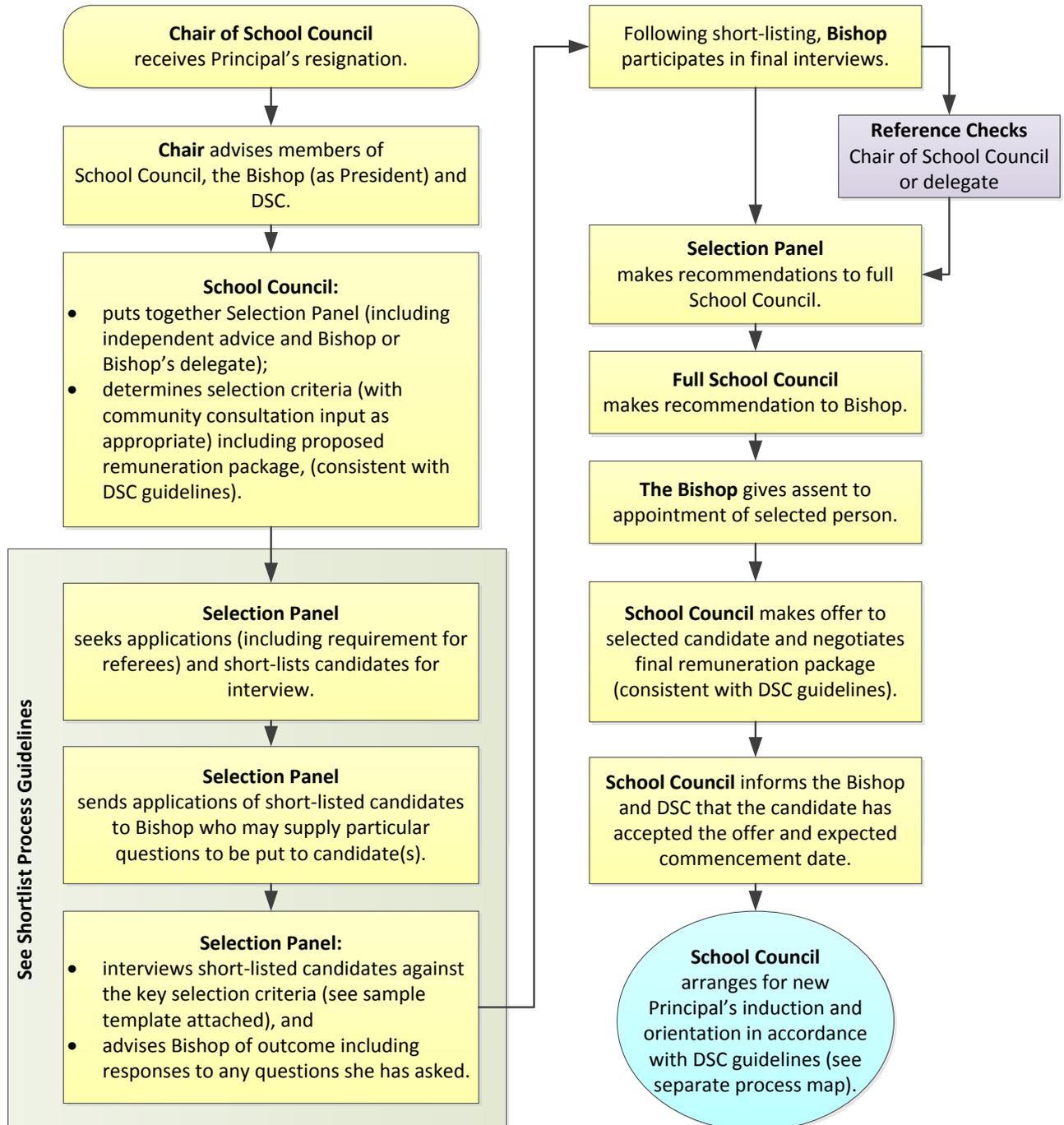
All Anglican School Councils shall follow the approved process for selection of new Principals as defined below.



4. PROCESS FOR SELECTION OF A NEW PRINCIPAL

CONFIDENTIALITY PROVISION:

Documents and records associated with the selection process are not to be stored on the school's IT system.





5. SHORTLIST PROCESS GUIDELINES

- a. Each member of the selection panel individually completes the Candidate Comparison table, assessing each applicant against the key selection criteria (see sample Criteria attached). Typically this might include a review of all applicants followed by:
 1. removal of those applicants that every member of the panel did **not** want to interview, based on the initial review process;
 2. panel discussion to identify the common applicants whom all panel members **wanted** to interview; and
 3. detailed panel discussion and review of the balance of remaining applicants, always referring back to the key selection criteria and alignment to the community consultation process (if one was undertaken) – to reduce the number to a tight shortlist.
- b. Combine the applicants from (2) and (3) above to come up with a shortlist for interview (ideally fewer than four applicants).
- c. The final shortlist is sent to the Bishop (together with resumes) prior to notification of the interview process – to ensure proposed interview date suitability to the Bishop.
- d. Interview the shortlist candidates (Note: this should not be conducted on the school premises - school staff should not know who are being interviewed for the Principal's position). Should the interview process not identify a 'stand-out' candidate, consideration should be given to conducting a second interview (see 'e' below).
- e. Where a second interview of the top contenders is considered appropriate, consideration should be given to asked each applicant for a for a 30 minute presentation on what they would do in terms of their Action Plan to achieve Key Result Areas (KRAs) outlined by the School Council (see example attached "Lindisfarne Anglican Grammar School 100 Day Plan").

6. RECOMMENDATIONS FOR CONSIDERATION

- a. To ensure confidentiality for applicants, which is essential for existing staff and Principals who apply, no applicant details should be held on the schools network or stored on the schools IT system.
- b. Prior to seeking applications, consideration should be given to engaging the school community through workshops/interviews (student leaders, senior management/executive leadership team, teachers and parents), as inputs into the formulation of the Key Selection Criteria (KSC) used in the selection process.



PRINCIPAL SELECTION PROCESS

Sample Selection Criteria

Applicants	Key Selection Criteria					
	Christian Leadership	Educative Leadership	Staff and Community Leadership	Strategic Leadership	Organisational Leadership	Educational Philosophy
Applicant 1						
Applicant 2						
Applicant 3						
Applicant 4						