



**William Clarke College
Kellyville**

Head of Junior School

Application Process



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Application Process

The position of Head of Junior School at William Clarke College is not currently being advertised in the newspapers or other media and Pathways International Consulting Pty Ltd is the sole recruitment company managing the selection process. The recruitment process is being managed on behalf of the Headmaster by Mr Dennis Doherty, Principal Consultant.

After reading the position prospectus which is available on the Pathways website, interested applicants should firstly contact Dennis Doherty (1300722076 or 0412636899) to discuss the details of the position and their potential suitability for this important role in the College.

All applicants are required to complete the (on line) Application Form and submit it along with their cv and other material requested. Once this is submitted to indicate the applicant's formal interest in the position, each applicant will be contacted by Dennis Doherty and a meeting time will be arranged. (pre-interview check)

Mr Doherty will then work with the selection panel to arrive at the shortlist of applicants to be interviewed and will advise all applicants of their situation as soon as the shortlist is determined. Pathways always provides constructive feedback for applicants who are not shortlisted.

The first interview with the selection panel will be held at the College probably on a Saturday or one evening and each interview will take approximately one and a half hours. Mr Doherty will provide each interviewee with appropriate preparation for the interview.

After the first interview a preferred candidates list will be developed and invited to a second interview. The format of the second interview and the panel involved will be made known to the candidates in good time before the event. The panel may determine that they require final candidates to have a psychometric assessment prior to the final interview.

It is expected that the new Head of Junior School will take up the position as soon as possible in the 2017 school year. It is expected that the announcement of the appointment will be made to the College community at the end of the current school term.

If applicants have any further questions about the position, the College or the selection process they should address them to Dennis Doherty or Deborah Bacik at Pathways International Consulting Pty Ltd and not to the College personnel.