Deputy Principal R-12

Position: Deputy Principal R-12
Reports to: Principal

Loreto College is an independent Catholic Day and Boarding School for girls from Reception to Year 12. It is one of many schools throughout the world directed by the Institute of the Blessed Virgin Mary (also known as the Loreto Sisters).

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established her first school for girls in Europe.

A strong belief in the capacity and responsibility of women to contribute significantly to society and to the Church underlies the emphasis in Loreto’s education tradition. This is based on Mary Ward’s conviction that “Women in time to come will do much”.

In 1905, Loreto in Adelaide opened in Sydneham Road at Norwood. The present site, “The Acacias”, on Portrush Road was opened in 1921 with 100 students. Today, there are some 900 students from Reception to Year 12 including 60 boarders.

The Loreto Schools of Australia Mission Statement embodies this vision:

“Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.”

Loreto College is an authorised school for the International Baccalaureate Middle Years Program.
Leadership Team – Our Vision Statement

“Keeping the spiritual, emotional and educational well being of our students as our central focus, the Loreto Leadership Team seeks to lead the school community by providing authentic, professional and visionary leadership through personal and group commitment to the Loreto Mission Statement. Team members are committed to developing positive relationships with each other and within the school community by being inclusive, approachable and efficient. As a team working together we will listen, support, discern and act with courage to provide a school where openness and integrity prevail. We will strive for professional excellence and to lead by example, where that example is grounded in Mary Ward philosophy.”

At Loreto all members of the Leadership team are charged with the following shared responsibilities: to

- support and promote the spiritual values, which are at the heart of the school;
- promote the accepted philosophy and goals of a Catholic school in the Mary Ward tradition;
- ensure that the stories of Mary Ward and other key figures of the Loreto tradition are regularly retold and celebrated;
- demonstrate an active involvement in a Catholic Eucharistic community;
- exercise leadership in an atmosphere of mutual trust, respect, co-operation and collaboration;
- promote amongst all staff the awareness that the Loreto Mission Statement for schools must underpin all policies, procedures and practices;
- affirm, encourage, support and maintain good communication with staff, being sensitive to their needs and difficulties;
- mentor, advise and/or challenge staff as appropriate;
- actively participate in professional associations and professional development opportunities and encourages other staff to do so;
- seek opportunities for personal faith development through reflection, reading and participation at retreats, seminars and conferences;
- network with leadership teams in other schools and especially Loreto schools so as to maintain contact regarding matters of mutual interest and benefit;
- foster continuing links with old scholars and past parents;
- display a pastoral concern for each individual student and staff member;
- ensure that legislative requirements pertaining to schools are met through development and implementation of school policies;
- inform the school and wider community on matters of importance and interest by preparing and submitting material regarding relevant issues for internal and external publications and promotional literature;
- attend school functions in a supervisory or public relations’ capacity;
- take part in committees and project teams as required.
Responsibilities of the role

The Deputy Principal is a member of the College Executive team consisting of Principal, Deputy, Business Manager and Director of Staff. The Deputy Principal is also a member of the College Strategy and Mission and Spirituality Teams (refer to Appendix 1 – College Leadership).

The Deputy Principal’s primary responsibility is to work with and support the Executive Team to ensure that Loreto is a dynamic learning community in the Mary Ward tradition. In meeting this responsibility the Deputy Principal works with and leads the Heads of School (R-5, 6-9, 10-12 and Boarding). Administratively, the Deputy Principal will work in close liaison with the Directors of Administration and Timetable 6-12 and the Assistant Head R-5 who coordinate the day to day running of both campuses. The Deputy Principal deputises in the absence of the Principal.

Specific responsibilities in relation to teaching, learning and pastoral care:

- support the work of the Heads of School to ensure that effective Pastoral Care and Discipline policies, procedures and practices are in place;
- support the work of the Heads of School to promote, provide and support an effective Student Leadership program;
- take overall responsibility for student welfare and discipline in the school;
- work with the Heads of School, the Teaching and Learning Coordinator R-5, IB MYP Coordinator and the Curriculum Development Coordinator to provide leadership and direction to all staff in the area of academic curriculum and engender a positive, supportive and innovative approach to teaching excellence, assessment for learning and reporting;
- encourage initiatives in curriculum development by specifically supporting the Heads of School in their leadership of the Teaching and Learning teams;
- support Heads of School to oversee implementation of curriculum changes and development including State and National education policies;
- work with the Heads of School and the Teaching and Learning teams to investigate potential subject offerings by researching current trends and developments in curriculum and cross curriculum possibilities;
- support the Heads of School to manage the structure, range and balance of curriculum offerings, ensuring that they meet the needs of a diverse range of students;
- work with the Head of 10-12 to monitor changes in tertiary and employment sector for implications for curriculum development;
- oversee the coordination of the Curriculum Committee meetings and lead the various working parties thereof;
• work with the Heads of School and the Teaching and Learning teams to ensure that Loreto Mission Statement principles and syllabus requirements are met in the writing and implementation of work programs;

• oversee and monitor assessment and reporting policies and procedures to ensure effectiveness;

• work with the Director of Administration and Timetable 6-12 and Assistant Head R-5 to see that systems are in place to ensure accurate and up-to-date records are kept of student academic progress;

• work with the Heads of School to oversee subject selection processes and procedures for negotiating subject changes with students and their parents; consult staff involved, giving approval as required;

• work with the Heads of School and College Liturgist to ensure College assemblies, liturgies and retreats are conducted with purpose and relevance;

• guide and direct the Counsellors in matters pertaining to Pastoral Care and individual support programs for students with special needs;

• guide and direct the work of Learning Area Coordinators, specialist coordinators, the Inclusive Education Coordinator and other coordinators as required;

• work with the Heads of School to monitor the effectiveness of student attendance procedures;

• support Heads of School to foster extra curricular activities;

• work with the Principal and Director of Staff in preparing and conducting professional development opportunities for staff;

• meet with new staff and working with the Director of Staff, oversee their induction;

• conduct appraisals for staff in positions of responsibility (POR) as required;

• conduct enrolment interviews and school tours as required;

• participate in various committees such as Capital Works and Finance;

• coordinate the student teachers’ program;
Specific responsibility in relation to parents and community:

- provide consistent public support both within and outside of the College for school-wide policy initiatives and strategic plans;
- attend College functions such as Open Days/Nights, public relations events, community events;
- promote the College’s vision and goals in such ways that establish and foster recognition and support in the wider community;
- maintain a professional standard of dress in accordance with the College’s Staff Dress Guidelines;

Specific responsibilities in relation to professional learning:

- engage in professional development opportunities or associations in relevant areas which are external to the College;
- take responsibility for achieving challenging personal professional goals;
- develop and sustain a positive image and profile within the Loreto community;
- lead staff to take responsibility for achieving challenging personal professional goals;
- strive for excellence through the use of reflective practices;
- engage in reflective review with Line Manager and Professional and Pastoral Care Advisor;

Specific responsibilities in relation to our Mission and Ethos:

- incorporate Loreto’s Mission Statement, its principles and values into programs and practices;
- role model Christian values in all dealings with students, staff and parents;
- have a commitment to, and a clear understanding of, the ethos of the Catholic School and Loreto in particular;
- fully support the Catholic ethos by leading and taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- participate in community events;

June 2010
Selection Criteria

The following criteria are part of the essential minimum requirements for the position:

- Demonstrated outstanding teaching practices and an ability to enhance teaching and learning experiences.
- A good understanding of the education of girls.
- Excellent interpersonal and communication skills reflecting confidence in working with students, staff, parents and the wider community.
- Demonstrated commitment to Faith development.
- Demonstrated ability in understanding the needs and well being of students.
- Extensive school leadership experience and teamwork skills.
- Excellent administrative and organisational skills.
- Understanding and support of Catholic ethos as it applies in an educational setting.
- Confidentiality and sensitivity in meeting the above criteria in ways which enhance the reputation of the College.

Desirable characteristics

- Understanding and/or experience in the International Baccalaureate Middle Years Program.
Applications

Applications for the position of Deputy Principal R-12 should be addressed to:

Mrs Cheryl Hamilton
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

The position is to commence in January 2011.

Terms and Conditions

- Relevant tertiary qualifications and experience related to the teaching and leadership responsibilities required by the position.

- The appointment will be made in accordance with the Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Schools (2006).

- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher’s Registration Board certificate.

- All applicants will be required to undergo a federal police check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

Included with your application

- Address each of the Selection Criteria outlined in the position description.

- Your Curriculum Vitae

- The names, addresses and full contact details of three referees who may be contacted.

- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 4.00 pm on Monday, 12 July 2010
Appendix 1

College Leadership

The current structure of leadership in the College comprises an Executive team of four:

- Principal
- Deputy Principal
- Business Manager
- Director of Staff

This team is supported by four Heads:

- Head of Senior Years
- Head of Middle Years
- Head of Primary Years
- Head of Boarding

These groups work in close collaboration with the following senior leaders on matters of strategic development:

- Director of Strategic Development
- Director of Administration and Timetable
- Learning Technologies Coordinator

The important area of ministry and spirituality is led by members of the Ministry and Spirituality Team which include:

- Principal
- Deputy Principal
- Religious Education Coordinator 10-12
- Religious Education Coordinator 6-9
- Religious Education Coordinator R-5
- College Liturgist
- Social Justice Coordinator
- Catholic Professional Formation Coordinator