

Position Description

Deputy Principal – Operations & School Development

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) 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.

Position Overview

The Deputy Principal – Operations & School Development is a member of the College Leadership Team who ensures the effective organisation of the College and implements whole school improvement projects to achieve the strategic vision *to be the leading school in the education and empowerment of young women.*

Contract Term

The appointment shall be for an initial five years subject to terms and conditions of the contract. A further five-year appointment may be made subject to a continued designation of the position and a satisfactory performance review in the penultimate year of the previous five years.

Key Relationships

Position	Program Leader: Social Justice
Responsible to	Principal
Reports to	Principal
Works with	College Leadership Team Risk and Compliance Officer Facilities Manager Community Team Systems Administrator (TASS/Timetable)
Manages	Executive Assistant to the Deputy Principal Teachers
Updated	March 2024

Key Expectations

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Promotion of the Mary Ward ethos and a commitment to the mission of the College as a Catholic School in the Loreto tradition
- Support of the College's vision
- Support of the College's strategic plan and a willingness to operationalise this plan
- Active involvement in the College's Professional Learning Teams and Program
- A commitment to ongoing learning
- Demonstration of high standards of personal presentation
- Professional communication with staff, families, and other stakeholders
- Adherence to the policies, procedures, and practices
- Maintenance of confidentiality and integrity in all work-related matters

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- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes
- Demonstrated knowledge of information communication technology as appropriate
- Compliance with and understanding of the College's Student Protection Policy & Processes
- Registration with Queensland College of Teachers.

Key Responsibilities

The Deputy Principal – Operations & School Development has primary responsibilities to:

- lead the recruitment and induction of teaching staff
- ensure the smooth and efficient day to day organisation of the school, giving particular care to careful and considered planning and to the provision of clear and timely communication to all stakeholders.
- ensure that the school has effective and efficient school systems in place to support teaching, learning, administration, and business operations
- lead the Professional Learning Program for teaching staff including Professional Learning Teams
- lead the HEART (Holistic, Effect, Attitude, Reach, Thinking) Teaching and Learning framework
- lead the Ceremony of Excellence
- ensure policy and procedures are up-to-date, compliant, communicated and implemented
- ensure relevant areas have undertaken appropriate risk-management requirements
- in liaison with the Principal, lead College strategic projects.

As a member of the College Leadership team, the Deputy Principal – Operations & School Development also has responsibility to:

- ensure that the school goals, activities, and planning are evaluated against the Loreto Schools of Australia Mission Statement
- seek opportunities for personal faith development through reflection, reading and participation at seminars and conferences
- ensure professional support, care, development, and well-being of staff
- have excellent communication with staff, being sensitive to their needs and difficulties
- exercise leadership in an atmosphere of mutual trust, cooperation, and collaboration
- ensure that legislative requirements pertaining to schools are met through development and implementation of school policies
- ensure commitment and emphasis is directed towards achieving the Strategic Intents of the school in accordance with the College Strategic Plan
- chair and participate in sub-committees as required
- deputise in the absence of the Principal as required
- work in partnership with other Deputies and Directors



Attributes

The Deputy Principal – Operations & School Development will demonstrate:

- superior organisation, management, and communication skills
- ability to think flexibly and to problem solve
- high level technological, analytical, and logistical skills
- excellence in educational leadership
- belief in the capacity of women to excel
- commitment to the Catholic faith and its values
- a pastoral concern for each individual student and staff member
- quality communication and inter-personal skills
- the ability to lead and manage improvement, innovation, and change
- capacity to network and influence for the good of the school
- professional activity through membership of professional associations and on-going professional development.
- the ability to promote a calm, orderly atmosphere as the foundation for a productive, growth-focused and harmonious school.

Specific Duties

The Deputy Principal – Operations & School Development will:

Operations

- take responsibility for the day-to-day running of the school
- ensure accuracy of the College Calendar
- prepare the school timetable in conjunction with the Deputy Principal – Curriculum and alter as required throughout the year with the Systems Administrator
- generate and coordinate the distribution of all necessary information related to the timetable
- periodically review the timetable structure to ensure that it best serves the learning community
- monitor the Executive Assistant to the Deputy Principal – Operations & School Development and Systems who will organise supervision needs and supply teachers
- respond to the operational and needs of the College and to other duties as directed by the Principal
- monitor teaching staff absence, workload, and allocation of other duties to ensure fairness, transparency and compliance with industrial agreements
- supervise the production and accuracy of the school calendar, and the three week look ahead
- prepare the timetable for staff activities on student-free days
- organise fire drill and lockdown arrangements
- co-ordinate the preparation and implementation of policies, procedures and standards and ensure compliance with relevant legislation in conjunction with the Risk & Compliance Officer
- update the Teacher Allocation Hours annually for the year ahead and in accordance with the Enterprise Agreement.

Staffing

- co-ordinate the induction of new teaching staff members
- develop and coordinate the school's professional learning plan, in consultation with the College Leadership Team
- prepare and administer the annual professional learning budget, as approved by the College Leadership team
- ensure systems are in place to record and report on teacher training and development

- affirm, encourage, support, guide, coach and provide feedback to staff for growth
- lead staff meetings, compiling agendas and supervise minutes and records taken by the Executive Assistant
- negotiate professional development requests and leave with staff prior to confirmation with the Principal; keep appropriate records
- co-ordinate preparation of all staff rosters and lists
- lead and work with Curriculum Leaders to support teachers in meeting the AITSL National Professional Standards for Teachers

Events

- prepare an excursion calendar in liaison with key stakeholders that is current and in line with College policy and procedures
- review all excursions, events, tours and risk assessments with Risk and Compliance Officer
- lead the annual Ceremony of Excellence in conjunction with the Community Engagement Team

School Development

- encourage initiatives in teaching, learning and technology that effectively support strategic priorities
- lead the process of reviewing and improving the systems in place to support teaching, learning, administration, and business operations, in consultation with other stakeholders, to ensure they are effective and efficient
- attend sub-committee meetings requested by the Principal
- attend Board meetings
- any other duties as requested by the Principal

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that a professional standard of presentation will be maintained at all times.

Qualifications, Skills & Experience

Job Specific

Relevant professional expertise, including:

- Tertiary level graduate qualification in Education (essential) and post-graduate (desirable)
- Meet all compliance requirements as an educator in Queensland.

Leadership

- Management and leadership experience including:
- Ability to lead, manage and develop cohesive staff teams
- Vision and success in the development and management of operational aspects of a Year 5-12 School
- Strong sense of self-awareness and the ability to use it to lead by example.

Communication and Interpersonal Skills

- Excellent communication and interpersonal skills, including:
- Proven track record of working collaboratively within a team
- Excellent oral and written communication skills
- Ability to model optimism and a growth mindset
- Driven by a genuine service ethos and able to inspire the same in others
- Supportive of Loreto College's heritage and willingness to be part of the life of the College.

Acknowledgement

I have read and understood the contents of this position description and accept the following:

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Loreto College.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Manager Name: _____

Manager Signature: _____

Date: ____/____/____