The Role of Executive Deputy Principal

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.

KEY RESPONSIBILITIES

The Director of Executive Deputy Principal has primary responsibilities to:

- 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. A calm, orderly atmosphere and fair, transparent systems and procedures should provide the foundation for a productive and harmonious school. Individual needs and circumstances should be acknowledged respectfully and flexibly in the context of ensuring the smooth operation of the College and the needs of the whole community
- ensure that the school has effective and efficient school systems in place to support teaching, learning, administration and business operations.

As a member of the College Leadership team, the Director of Executive Deputy Principal also has responsibility to:

- support and promote the spiritual values which are at the heart of the school
- know, accept and develop the rich heritage of Loreto
- promote the accepted philosophy and goals of a Catholic school
- promote the development of a Catholic ethos in the school community
- ensure that the structures, teaching-learning processes and relationships in the school are as far as possible based on the person and teaching of Jesus
• ensure that the school goals, activities and planning are evaluated against the Loreto Schools of Australia Mission Statement
• ensure that the stories of Mary Ward and other key figures of the Loreto tradition are regularly retold and celebrated
• 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 good 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 committees as required
• deputise in the absence of the Principal as required
• work in partnership with other Deputies and Directors

ATTRIBUTES
The Director of Executive Deputy Principal 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 and intra personal skills
• the ability to lead and manage improvement, innovation and change
• capacity to network and influence for the good of the school
SPECIFIC DUTIES
The Director of Executive Deputy Principal will:

- prepare the school timetable and alter as required throughout the year
- 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
- take overall responsibility for the production and accuracy of the school calendar in all its forms including the on-line TASS calendar, the term schedule detailing key events, and the This Week, Next Week, the Week After schedule
- take responsibility for the day-to-day running of the school – timetable changes
- monitor the Assistant to the Executive Deputy Principal who will organise supervision needs, supply teachers and arrangements for guest presenters, excursions or special events
- ensure that staff and students concerned are informed of arrangements
- monitor teaching staff absence, workload and allocation of other duties to ensure fairness, transparency and compliance with industrial agreements
- affirm, encourage, support, guide and advise staff
- respond to the operational and strategic needs of the College and to other duties as directed by the Principal
- 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
- negotiate professional development requests, excursions, pastoral care with staff prior to confirmation with the Principal; keep appropriate records
- prepare an excursion calendar in liaison with Deputy Principal - Curriculum and other stakeholders that is current and in line with College policy and procedures
- assist with the conduct of staff meetings, keeping records and minutes
- co-ordinate preparation of all staff rosters and lists
- prepare the timetable for staff activities on student-free days
- manage an on-line record of Staff Professional Development conducted at the College
- attend Pastoral Year Coordinator and Curriculum Leader meetings as appropriate
- manage the room booking systems and protocols
- attend school functions in a supervisory or public relations’ capacity
- act in the position of Principal in the event of her absence
- act as proxy for the Principal as required
- oversee the work of the Director of IT
• coordinate and regulate appropriate levels of parent communication via group email lists, in conjunction with Head of ICT Strategy, Services & Operations
• negotiate with the wider community over school related matters as required
• communicate with school community on matters of importance and interest by such means as Newsletter and School Website
• encourage initiatives in teaching, learning and technology that effectively support strategic priorities
• work with the Principal in preparing and conducting professional development for staff on curriculum, teaching, learning and technology in keeping with strategic priorities
• lead and work with Curriculum Leaders to support teachers in meeting the AITSL National Professional Standards for Teachers
• exercise collaborative and consultative leadership in aligning the effective use of technology with the ethos and mission of the College
• chair the ICT Steering Committee and facilitate its function as a collaborative, inclusive forum
• collaborate with the Head of Technology & Innovation in the organisation and delivery of Staff and Student Training in ICT related areas
• co-ordinate the induction of new staff members
• co-ordinate the preparation and implementation of policies, procedures and standards
• keep informed of research and new technologies to provide ICT solutions to the full range of College needs
• oversee the school’s Web activities – Website, Intranet and all Web applications
• oversee and moderate social media interactions where required through the College Facebook and Twitter accounts in consultation with the Communications Manager
• ensure compliance with relevant legislation in conjunction with the Compliance Officer
• supervise Copyright and monitor systems that are in place to ensure that all software is used within the limitations of the organised Licensing arrangements
• ensure regular review and evaluation of all hardware, software, connectivity and any other associated technology
• develop and coordinate the school’s professional learning plan, in consultation with the Director of Studies
• 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
• any other duties as requested by the Principal