



# Loreto College

## Coorparoo

### **The Role of the Deputy Principal – Curriculum**

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 Deputy Principal – Curriculum has primary responsibility to:

- ensure the provision of relevant, engaging and challenging curricular programs, in keeping with the mission and ethos of the College and relevant statutory authorities

As a member of the College Leadership team the Deputy Principal – Curriculum 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 aims of 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 Deputy Principal – Curriculum will demonstrate:

- a clear vision for teaching and learning within the context of a Loreto school
- a commitment to the provision of structures and programs which support students in meeting their academic potential
- high level knowledge, understanding and operational capacity of ICT systems particularly Learning Management Systems, Timetabling Software, Data Analytics and QCAA-related software tools
- high level knowledge and understanding of contemporary educational theory and practice
- excellence in educational leadership
- the ability to lead strategic decision-making in timetabling with relation to subjects, staffing and structures
- 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 Deputy Principal – Curriculum will:

- ensure all requirements set by the Queensland Curriculum and Assessment Authority are met including endorsement, confirmation, data input, external examinations, and student and school accreditation processes
- ensure the provision of a curriculum in accordance with the Loreto Teaching and Learning Framework© and State and National curriculum imperatives
- lead, in conjunction with the Curriculum Leader-Technology and Innovation, the staggered implementation (2020 – 2022) of the new Learning Management System ensuring appropriate professional development for staff, structures and processes
- encourage initiatives in teaching, learning and technology that effectively support strategic priorities
- keep self and others informed about current curriculum development, research and literature
- work with the Director of Studies to promote curriculum approaches and assessment that foster collaboration and innovation amongst teachers and provide enriching learning experiences for students
- coordinate and chair regular meetings of the Curriculum Leaders and other curriculum related sub-committee
- Promote ongoing academic research, innovation and key initiatives to continually develop the academic offering of the College.
- periodically review aspects of the curriculum as needed to ensure relevance and appropriateness and recommend changes as needed
- ensure that all learning programs reflect compliance with State and National syllabi and the Loreto Teaching & Learning Framework©
- Anticipate and analyse educational trends internal and external to the College to inform, advise and make recommendations to the Principal and teaching staff for the enhancement of the academic program.
- work with Careers Counsellor to ensure the successful delivery of all aspects of V.E.T. subjects in a manner which will be in accordance with the requirements of the QCAA (Queensland Curriculum and Assessment Authority) internal and external audits. This will ensure compliance with the AQTF standards for registered training organizations
- lead the application process by the College as a Registered Training Organisation

- work with Curriculum Leaders to ensure assessment practices and procedures are effective, relevant and appropriate and in keeping with agreed guidelines
- co-manage the work of the Administrative Assistant - Curriculum & Operations
- monitor the assessment procedures and practices used throughout the school and ensure that the established guidelines are followed
- work with Curriculum Leaders, Years 10-12, in the preparation of curriculum handbooks for students
- negotiate subject changes with students, Years 10-12, and their parents; consult staff involved, giving approval as required
- oversee processes for selection of text-books and purchase
- oversee processes for subject selection including Information Nights
- liaise with the Deputy Principal-Operations about the preparation of timetable subject grids and staffing
- maintain good communications with the QCAA and other external authorities
- monitor integration of School-based Traineeships and Apprenticeships as implemented by the Careers Counsellor
- liaise with the School of Distance Education and Universities as and when required
- ensure academic data is captured, tracked and analysed for purposes of student monitoring, reporting and accountability
- work with the Careers Counsellor to assist staff, students and parents in their understanding of the nature of the Student Education Profile and Tertiary Entrance procedures
- track and intervene as required students' eligibility for ATAR & QCE
- attend school functions in a supervisory or public relations' capacity
- negotiate with the wider community over school related matters
- conduct appraisals for Curriculum Leaders, Program Leaders for Library, Learning Support and Data Analysis
- participate in review processes for teaching and support staff
- present at staff meetings in matters relating to curriculum, assessment, reporting, pedagogy and other related matters
- affirm, encourage, support, guide and advise staff
- communicate with the school community on matters of importance and interest by such means as the Newsletter and school Website on a weekly basis
- prepare an annual report on the analysis of academic data for strategic planning purpose

- provide written reports to the College Board on a quarterly basis around relevant strategic goals through the Operational Plan
- present to the Board bi-annually in regard to exit outcomes
- lead the implementation of approved strategic technology initiatives
- liaise with the Library & Information Services Coordinator to ensure effective utilisation of technology in the delivery of library services and the development of information literacy in students
- oversee the collaborative efforts of the Library and Information Services Coordinator, in delivering quality library and information services
- prepare test timetables and assessment schedules for Years 10 - 12
- manage the organisation of test facilities and booklets with Assistant - Curriculum & Operations
- manage the operation of tests and examination blocks and other relevant stakeholders
- oversee the implementation of end of semester and progressive reporting procedures
- manage the organisation of Parent/Student/Teacher interviews which occur twice yearly in conjunction with the Systems Administrator and other stakeholders
- ensure that accurate and up-to-date records are kept of student progress
- organise collection of data for Academic and Application to Study awards at the end of each semester and ensure that certificates are prepared for distribution
- lead the Academic Honours Assembly (Semester One) and the Academic Assembly (Semester Two)
- organise collection of data and appropriate academic award winners for the Ceremony of Excellence (Term Four)
- collaborate with the Curriculum Leader-Head of Technology & Innovation in the organisation and delivery of Staff and Student Training in ICT related areas
- keep informed of research and new technologies to provide ICT solutions to the full range of College needs