

Assistant Principal: Pedagogy and Academic Leadership



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role: Assistant Principal: Pedagogy and Academic Leadership

Position: Teacher 7-12

Terms: 5-year tenure for Assistant Principal: Pedagogy and Academic Leadership - 2025 – 2029

Position of Responsibility: POR 4 plus discretionary allowance

Responsible to: College Principal

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that 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.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a College.

Position Overview

The Assistant Principal: Pedagogy and Academic Leadership at Loreto College, Marrayatville plays a vital role in supporting the Principal in managing and leading the school's educational initiatives. Focused on meeting the educational needs of young women, this role ensures excellence in teaching, learning, curriculum development and leadership. Collaborating closely with teachers, staff, and administrators, the Assistant Principal enhances instructional practices, promotes curriculum coherence, and strives for high student achievement.

Additionally, the role involves developing and implementing leadership programs to empower staff within Loreto College and potentially beyond. The Assistant Principal oversees the College's Learning Leaders (7-12), leading them in collaborative efforts to enhance teaching, learning, curriculum development, assessment, and reporting.

As a key member of the College's Executive team, the Assistant Principal Pedagogy and Academic Leadership reports directly to the Principal, working closely with her to achieve the College's educational and strategic goals and foster a dynamic learning environment.

Key Competencies

The Assistant Principal: Pedagogy and Academic Leadership is required to demonstrate the following Key Competencies:

Leadership	Exemplary ability to lead both oneself and others in advancing pedagogy and academic leadership.
Communication	Outstanding ability to communicate with staff, students, and parents through gathering and conveying information effectively.
Developing Others	A high capacity in developing others in their professional growth and development
Planning and Organising	Excellent planning and organisational skills, showcasing the ability to manage resources, timelines, and priorities effectively to achieve objectives.
Problem Solving and Decision Making	Exceptional skills in problem-solving and decision-making, encompassing the ability to analyse situations, identify alternative solutions, and make informed decisions.
Collaboration	A high capacity to lead and work with others in achieving common goals, objectives, and outcomes.
Continuous Learning	A steadfast dedication to continuous learning and personal growth, especially concerning educational theories, curriculum development, academic leadership, and girls' education.

Key Responsibilities:

1. Pedagogical Leadership:

- Provide instructional leadership by promoting effective teaching strategies and pedagogical innovations that enhance student engagement and learning outcomes.
- Use current research and data-based initiatives to enhance teaching practices.
- Support the professional growth of teachers through mentorship, coaching, and professional development opportunities focused on leadership, instructional, educational, and pedagogical best practices.
- Support the Assistant Principal - Head of Junior School in the pedagogical direction of the R-6 curriculum delivery.

2. Curriculum Development and Alignment:

- Lead and collaborate with Learning Leaders and teachers to ensure the alignment of curriculum with educational standards, College goals, and student needs.
- Ensure procedures in determining the compliance of assessment, reporting standards, outcomes and benchmarks are implemented, as required of ACARA and SACE.
- Lead curriculum review processes, incorporating feedback from stakeholders to enhance curriculum coherence and effectiveness.
- Work with the College timetable creator to ensure the timetable satisfies curriculum requirements and provides a supportive environment for both outstanding teaching and learning.

3. Data Analysis and Student Achievement:

- Use data-driven insights to guide instructional planning, learning strategies, and curriculum adjustments aimed at improving student outcomes.
- Develop strategies and processes for acknowledging student effort, achievement, and success.
- Develop, monitor, and evaluate the College's assessment and reporting procedures and ensuring teaching accountability and effective communication with parents are maintained.
- Lead and work with the Director of Academic Programs and other key staff to prepare data required for student awards and acknowledgements and organise academic related assemblies and the annual awards evening.

4. Professional Development:

- Plan and facilitate professional development sessions that address leadership capacity, pedagogical strategies, curriculum implementation, assessment practices, and differentiated instruction.
- Support teachers in implementing new instructional technologies and methodologies that enhance teaching effectiveness and student engagement.
- Lead the appraisal process of Learning Leaders.
- Liaise with tertiary establishments and together with the Learning Leaders support and facilitate pre-service teacher placements at the College.

5. School Culture and Community Engagement:

- Foster a positive school culture that values collaboration, continuous improvement, and a commitment to academic excellence.

- Collaborate closely with school leaders, teaching, and support staff to implement educational initiatives that supports student success.
- Present to members of the College community and the wider educational community as required.
- Contribute to enhancing Loreto College Marryatville's position as a school of academic excellence by attending and presenting at key conferences.
- Engage with parents, community members, and external stakeholders to build partnerships that support student learning and school initiatives.
- Represents the Principal and College as needed at events.

6. Administrative Support and Operations:

- Oversee the role of the Academic Operations Officer to ensure a well-managed College.
- Oversee the Professional Development and other academic related budgets.
- Oversee and work with the Learning Leaders in budget development and administration.
- Assist the Principal in the day-to-day operation of the school.
- Collaborate with other Assistant Principals and staff to ensure smooth implementation of College policies and procedures.

7. Mission and Ethos

- Know, accept, embody, and develop the Loreto mission and values.
- Possess a commitment to and a clear understanding of the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer.
- Role model Christian values when interacting with students, staff, and parents.
- Always maintain confidentiality and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans.
- Support and uphold the College's policies and procedures and the Safeguarding Children and Young People Code of Conduct.
- Undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy.

Person Specification – Essential Criteria

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students, and parents.
- Excellent planning, organisation, and time management skills.
- High level of technological, analytical, and logistical skills.
- Excellent interpersonal skills underpinned by the Loreto values.
- Exceptional personal standards of honesty, integrity, and professionalism.

Knowledge and Skills Required

- Leadership experience or demonstrated ability to lead and inspire a team towards achieving educational goals.
- Teaching experience in secondary education with a strong track record of instructional leadership.
- Knowledge of educational theories, curriculum development, assessment practices, and instructional technology.

Essential Qualifications

- Masters degree in education, educational leadership, or a related field
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

The role of Assistant Principal: Pedagogy and Academic Leadership is essential in advancing the College's educational and strategic goals and ensuring that teaching practices are aligned with best practices and educational standards. The Assistant Principal: Pedagogy and Academic Leadership serves as a key partner to the Principal in promoting a culture of rigour, academic excellence and continuous improvement within the school community

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Applications

Applications for the position of Assistant Principal: Pedagogy and Academic Leadership should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary and post graduate qualifications related to the leadership responsibilities required by the position.
- All applicants must be registered (or will need to 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 Working with Children check and undertake Responding to Risks of Harm Abuse and Neglect – Education and Care training and Provide First Aid in an education and care setting training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Covering letter detailing your experience and suitability for this position
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- 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 Monday, 29 July 2024, at 5pm.