

St Clare's School, Lathlain.

Director of School: Role Description

The role of Director of School is to assist the Principal in serving the school's mission of delivering quality Catholic Education in the context of a CARE school. The school continues a rich tradition begun by the Good Shepherd sisters. This position is an important leadership role in our dual mission of faith and learning, and incorporates both strategic and operational elements. The role spans both the pastoral and academic dimensions of the school, requiring oversight and decision-making in these areas. The Director of School reports directly to the Principal, and is a member of the School Leadership team, together with the Principal and the School Psychologist. The Director will be a member of the Catholic Secondary Deputy Principals' Association.

Role duties

Learning:

- Ensure that each teacher has an effective learning and teaching program for each course
- Coordination of NAPLAN and OLNA testing, including preparation, compliance, documentation, scheduling
- Oversight of SCSA compliance regarding Senior school courses, certification, implementation and reporting of WACE courses, and related matters
- Oversee all quality assurance requirements associated with WACE courses and VET including assisting teachers to meet any quality assurance visits or similar requirements of the agencies involved.
- Create systems of collecting, collating and evaluating learning data
- Assist with preparing and reviewing the school Academic Reporting to parents/guardians

Engagement:

- Work and Liaise with the Student Support team to support in Trauma-Informed practices
- Maintain contact with families/guardians where needed
- Oversee preparation and planning for major school events such as Graduation and Tours of Learning
- Liaise with Local Government and other Community agencies to maintain beneficial connections with the school.

Accountability:

- Assist in the writing and maintaining of school policies
- Be responsible for the writing of the Curriculum Plan and aspects of the Annual Report
- Prepare rosters for daily operations
- Daily Organisation: Including
 - o Staff absentees and relief teachers
 - o Preparation of weekly briefing
- Over time, engage in timetabling training and development

Discipleship

- Support the Principal in the faith-formation of staff and students, including preparation of Liturgical and Sacramental celebrations
- Work to continue the strong connection to the Good Shepherd Sisters and their charism and traditions
- Assist in the implementation of the school Evangelisation Plan

General:

- Hold a teaching role
- Other duties as directed by the principal

Selection Criteria

Essential:

- Middle-Leadership experience in a Secondary School
- Accreditation to teach Religious Education
- Progress towards Accreditation for Leadership in a Catholic School
- Be a practising Catholic
- Knowledge of theory and practice of trauma-informed care
- High standards of theory and practice regarding Child-Safety standards and framework
- Sound knowledge of WA Curriculum and SCSA secondary school requirements, particularly Senior secondary compliance
- Experience in working with students with disability including learning needs, mental-health and behavioural challenges.
- The ability and willingness to collaborate effectively with diverse groups
- High-level presentation and communication skills.
- Experience in supporting staff in order to achieve the best outcomes for students
- A desire to work with young women with experiences of trauma, disability, and other forms of disadvantage
- Strong cultural awareness and knowledge pertaining to working with Aboriginal students and families.
- High standards of professional conduct

Highly valued:

- The ability and willingness to evaluate and implement practices in school improvement
- The ability and willingness to analyse and interpret learning and well-being data to guide decision making
- Experience in creating and implementing individualised education plans, literacy and numeracy programs
- Experience with VET and/or WPL programs

Conditions of employment specific to the position

Salary and Term

- The initial term of the contract is for two years, followed by two additional two-year terms, pending successful reviews.
- The salary range for this position is Deputy Principal on the CEWA salary scale.
- Category 1, Level 5: \$125 292 per annum, 2018 rates. This is a full-time position commencing 1 January 2019.