



MISSION STATEMENT

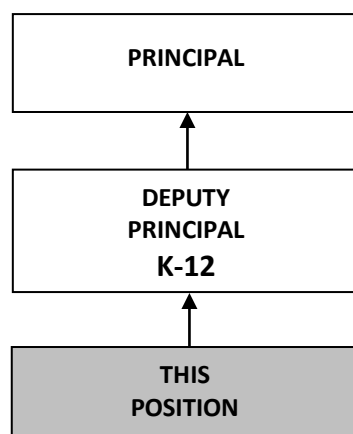
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, our College seeks to develop people of competence, conscience and compassion who are committed to God and the service of others.

ROLE DESCRIPTION

1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	Assistant Deputy Principal
AWARD :	The Roman Catholic Archbishop of Perth Teachers EBA 2012

2. POSITION RELATIONSHIPS



Other Key Relationships:

- Deputy Principal Teaching and Learning
- Other Assistant Deputy Principals
- Homeroom Teachers
- College Counsellors
- House Coordinators
- Coordinator Learning Enrichment
- Head of Mary Ward Secondary
- Magis Coordinator
- Business Manager

3. POSITION OBJECTIVES

The role of Assistant Deputy Principal (ADP) is a significant leadership position in the Secondary school which complements and supports the spiritual, pastoral, academic and leadership roles essential to the achievement of the College Mission. The ADP leads and manages a particular year level and is a member of the Secondary Leadership Team (SLT).

4. ACCOUNTABILITY

The ADP is responsible to the Deputy Principal K-12 and the College Leadership Team for the development, implementation and evaluation of pastoral and educational services for students at a particular year level.

5. GOALS

The ADP is appointed to:

- Complement and support the College Leadership Team in the provision of high quality academic and pastoral care and leadership for students in Year 7 – 12.
- Demonstrate a holistic pastoral and educational vision for the education of students in a particular year level.
- Establish and integrate pastoral policies of the College in an appropriate manner for students in Years 7-12.
- Lead teachers in the establishment and implementation of appropriate and necessary policies, procedures and programs for students in Years 7- 12.
- Support staff in the achievement of their pastoral and educational roles.

6. PASTORAL CARE

The ADP is appointed to:

- Organise and implement pastoral support programs for students.
- Monitor pastoral services for students.
- Assist staff in their relationships with students.
- Establish strong connections with parents.
- Ensure communication between home and College is meaningful, professional, timely and supportive.

7. ACADEMIC

The ADP is expected to:

- Model and advocate contemporary practice in teaching, including the appropriate implementation of learning technologies.
- Provide leadership regarding teaching, learning and academic progress of individual students.
- Monitor academic progress of students.
- Work closely with the SLT in the preparation of reports, in particular Homeroom comments.

8. TASKS

The ADP will work with students, teachers and parents in the following ways:

Students

- Coordinate year level homerooms
- Monitor and respond to pastoral needs of students
- Assume responsibility for year level tasks/programs as determined by the CLT

- Monitor student academic progress and individual needs. Communicating the progress to appropriate people at appropriate times.
- Assume responsibility for administrative matters e.g. lockers, classroom maintenance etc.
- Develop programs/materials for the formal pastoral care program
- Provide course selection advice and counselling
- Ensure appropriate student records are maintained.
- Coordinate activities for students:
 - liturgies
 - retreats and reflection days (organised by religious and faith team (raft)
 - sporting
 - cultural
 - assemblies
 - socials
 - parent information sessions
- Deal with discipline issues:
 - attendance
 - uniform
 - behaviour/standards
 - transport
- Encourage participation of students in the life of the College.
- Support and lead the Student Leadership Program for a particular year level.

Teachers:

- Foster and support a collegial professional environment.
- Liaise closely with the teachers to address needs of students:
 - student workload
 - student activities
 - students at risk
 - schedules
 - social activities
 - faith and justice
- Ensure staff are informed, as appropriate, concerning student pastoral needs.
- Chair meetings of Homeroom Teachers of the year group.
- Liaise closely with Mary Ward Secondary and Learning Enrichment Staff.

Parents:

- Provide information regarding
 - Induction and Orientation Programs for new students at the College

- discipline matters pertaining to students
- pastoral support
- respond to parent enquiries
- liaise closely with teachers and SLT to plan parent teacher meetings.

9. OTHER DUTIES

- As negotiated with the Principal.
- Member of Secondary Leadership Team (SLT) and the K-12 College Leaders' Group.

10. QUALITIES AND ABILITIES

The following are desirable attributes for this position:

- To be an active member of the College Secondary Leadership Team (SLT) by sharing various whole Secondary School administrative duties.
- High level communication skills to submit items of news and information for publication in the College Newsletter (weekly) and Heritage Magazine (twice per year).
- Strong interpersonal skills to relate with harmony and authority with staff, students and parents.
- Pastoral expertise.
- Educational vision consistent with College Mission for students in individual years.
- Understanding issues affecting students in individual years.
- Ability to deal with people in a way which respects and builds personal integrity.
- Capacity to support the College Mission.

11. CONDITIONS

- Remuneration and Allowance which reflect the senior nature of the appointment.
- Permanent Appointment to Staff.
- 8 Year Tenure on Leadership position.

Principal: Kathleen Negus

Signature:

Date:

As an occupant of the position, I have noted the statement of duties and responsibilities and other requirements as detailed in this document:

Name	Signature	Date

