ASSISTANT PRINCIPAL – STUDENTS
ROLE STATEMENT

Lourdes Hill College exists to inspire young women to create a better world. It is a place of educational expertise and sound learning procedures where individual differences and the potential of each student are respected. Young women are given the opportunity to pursue academic excellence and personal fulfilment in a culturally rich environment. They are encouraged to seek for truth and human wisdom enlightened by Christian values within a Benedictine framework.

As a school for *Good Samaritan Education*, our ethos reflects the charism of the Sisters and the Benedictine spirituality which has formed their philosophy.

The leadership and management of the operation of the College is ultimately the responsibility of the Principal; however, the College Leadership Team plays a significant role in this and in developing and implementing College policy.

The Leadership Team consists of the:
- Principal,
- Senior Deputy Principal - Head of School & Head of Senior School
- Deputy Principal - Head of Middle School
- Deputy Principal – Community and Identity
- Assistant Principal - Students
- Assistant Principal - Learning and Teaching
- Assistant Principal - Administration

All members of the Leadership Team have a responsibility to:
- discern and nurture the vision of the College
- actively promote the pursuit of the Strategic Directions of the College
- energise staff, students and parents through the development of quality relationships
- make evident the quality of hospitality within the College
- assist with enrolments as required by the Principal
- report regularly to the Principal on matters delegated to them by the Principal
- sit on the College Operational Team (COT)
ALL MEMBERS OF THE LEADERSHIP TEAM WILL DEMONSTRATE:

1. Religious Leadership
Foster the religious life of the school, actively support the Religious Education program and provide leadership through personal example.

2. Educative Leadership
Develop, support, proactively encourage and nurture high quality learning and teaching programs.

3. Staff and Community Leadership
Foster and develop appropriate relationships with staff, students, parents, the parish, the Catholic education community and the wider community.
Support and develop staff through regular monitoring, professional learning, collaborative practices and enacting effective employee relations.

4. Strategic Leadership
Develop and align the vision, mission and strategic goals of the school and align them with the College Strategic Plan.

5. Organisational Leadership
Develop and maintain processes to manage physical and financial resources in order to effectively deliver the educative programs of the school.

The Assistant Principal – Students is responsible to the Principal through the Deputy Principal - Head of School and works in collaboration with the three Deputy Principals in giving effect to the College Strategic Plan concerned with the pastoral care of students throughout the College.

The Assistant Principal – Students:
- develops the vision of the College as it applies to the area of pastoral care of students
- actively promotes the pursuit of the Strategic Directions of the College
- manages the organisation of structures and events which support student welfare
- oversees the implementation of the Student Welfare and Discipline Policy and Student Care & Protection Policy
- communicates information to and maintains contact with parents in the area of student welfare and discipline
- evaluates welfare and discipline programs and processes
- deputises for the Principal at LHC events when required
The Assistant Principal – Students:

Develops the vision of the College as it applies to the area of pastoral care of students through:

- remaining abreast of current thinking on the development of adolescent girls
- providing leadership for the Pastoral Team
- encouraging House Pastoral Leaders and Year Level Pastoral Leaders and Home Group teachers in their professional development
- ensuring that welfare and discipline practices remain current and relevant to student needs
- being pro-active in organising activities and events that educate in and support healthy relationships
- organising parent support functions
- completing annual compliance requirements for pastoral care in the College
- overseeing the work of House Pastoral Leaders
- collaborating with the Deputy Principal – Head of School in overseeing formative and summative appraisals of House Pastoral Leaders and Year Level Pastoral Leaders

Actively promotes the pursuit of the Strategic Directions of the College through:

- leading House Pastoral Leaders and Year Level Pastoral Leaders in designing and implementing pastoral initiatives that are grounded in the Strategic Directions
- overseeing the development of House and Year Level programs

Oversees the implementation of the Student Welfare and Discipline Policy through:

- ensuring a clear understanding of the policy by all staff in contact with students
- articulating College expectations to students and communicating these in the College diary and on the College website
- overseeing the response to disciplinary matters
- overseeing the welfare of indigenous, overseas and exchange students
- encouraging affirmation of students through processes for formal and informal recognition
- communicating changes in legislation about Student Care and Protection to staff
- monitoring and advising staff regarding compliance and best practice in Student Care and Protection
- organising annual Child Protection training for LHC staff
- organising relevant professional development on Student Care and Protection for staff

Manages the organisation of structures and events which support student welfare through:

- overseeing the organisation of student activities in consultation with the Heads of Senior and Middle Schools as appropriate
- overseeing the social program, e.g. school dances, Lourdes Day
- overseeing the pastoral program in conjunction with the Heads of Senior and Middle Schools, House Pastoral Leaders and Year Level Pastoral Leaders and Home Group teachers
- working with the Assistant Principal - Learning & Teaching to ensure that career, personal development and education in sexuality issues are included in the experience of students
- overseeing student attendance
- encouraging pride in the wearing of the College uniform and further developing uniform items when required
- encouraging student concern for stewardship of property and grounds
overseeing with House Pastoral Leaders and Year Level Pastoral Leaders new student orientation processes
arranging variations to school routine which arise from welfare and discipline areas
working with the Assistant Principal - Learning & Teaching in overseeing the organisation of parent/teacher/student interview days as support for the Heads of School
working with the Deputy Principals and House Pastoral Leaders and Year Level Pastoral Leaders to develop student leadership programs
overseeing the Student Council and working with the College Captains
coordinating security arrangements for students and providing assistance in general College security

Oversees budgets in the pastoral area through:
- providing House Pastoral Leaders and Year Level Pastoral Leaders with information required to develop budgets
- discussing draft budget with each House Pastoral Leaders and Year Level Pastoral Leader
- preparing recommendations for the Senior Deputy Principal - Head of School as to the overall pastoral budget

Evaluates welfare and discipline programs and processes through:
- monitoring performance indicators in this area as required
- arranging regular review of programs and processes
- liaising with the College Counsellor
- liaising with the Department of Child Safety as required

Provides information to and maintains contact with parents in the area of student welfare and discipline through:
- organising and participating in parent information sessions
- ensuring that parents are informed about relevant issues of student welfare
- initiating and maintaining contact with parents over welfare and discipline issues for individual students

The Assistant Principal – Students will also undertake any other duties that emerge/are directed by the Principal that pertain to the role.

Reporting Relationship
The Assistant Principal - Students is responsible to the Principal.