



St Norbert  
College

## DEAN OF STUDIES

### ROLE DESCRIPTION

The Dean of Studies is expected to promote the ethos of the College and to provide Christian and educational leadership to all members of the College community.

As a member of the College Leadership Team which comprises the Principal and two Deputy Principals and the Dean of Studies, she/he will collegially manage the operation of the College.

#### **RESPONSIBILITIES**

##### **1 Spiritual Leadership**

- To demonstrate leadership in the liturgical and prayer life of the College.
- To promote the Religious Education Guidelines which foster the integration of faith, culture and life.

##### **2 College Planning**

- To promote the distinctive ethos of the College as outlined in the statement of Mission.
- As a member of the College Leadership team, to contribute to the development, implementation, monitoring and review of policies, especially those pertinent to Curriculum.
- To assist in the evaluation of the effectiveness of College programmes, identify strategies for improvement and facilitate appropriate change.

##### **3 Staff Leadership**

- To provide advice and support to staff with student progress.
- To promote the self-esteem and morale of staff members, and contribute to team building.
- To be the line manager for the Careers Counsellor.

##### **4 Curriculum Leadership**

General:

- To promote the education of the whole person.
- To be an active, contributing member of the Academic Board.
- To promote and maintain awareness of current educational developments, contemporary teaching pedagogy and facilitate the incorporation of new ideas as appropriate.
- To discharge all teaching responsibilities in an exemplary manner.

Specific:

- To oversee the conduct of College and WACE Examinations.
- To assist in the construction of the College timetable.

## 5 Student Leadership

- To oversee all Academic Awards and prizes.
- To organise course counselling for Year 10 – 12 students.
- To monitor and review academic progress of Year 10 – 12 students.
- Implement a Study Skills Program for Year 10 – 12 students
- To monitor the academic progress of senior school students, ensuring they select appropriate courses.
- To manage the subject changes for Year 11 and 12 students.
- To monitor Year 12 Clearance Forms.
- Check Year 12 References.
- To Promote and complete applications for University Scholarships.
- To conduct the Academic Scholarship Testing and monitor the progress of current Academic Scholarship recipients.

## 6 General

- To monitor the tone of the College and promote the self-esteem of students.
- In conjunction with the Deputy Principals, to contribute to the development and implementation of policies and procedures which promote positive student behaviour and academic achievement.
- To meet regularly with other members of the College Leadership Team.
- To perform other day-to-day duties as requested by the Principal.
- To interview siblings for enrolments.
- To Chair Presentation Night Committee.
- To attend Primary School visits.
- Other duties at the discretion of the College Principal.



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### INFORMATION FOR APPLICANTS

#### 1 **Eligibility Criteria**

To be eligible for this position, an applicant must:

- ◇ maintain active membership of the Catholic Church and a lifestyle which gives witness to its teachings,
- ◇ have a four-year teaching qualification to degree standard or equivalent,
- ◇ be able to demonstrate appropriate experience and interpersonal skills gained in prior promotional positions,
- ◇ possess or be working towards Catholic Education Accreditation to Lead.

#### 2 **Terms of Appointment**

An initial period of three (3) years followed by two subsequent terms of four (4) years and three (3) years. Each period is renewable subject to a satisfactory appraisal.

#### 3 **Time-line for Selection**

Position advertised	Saturday 2 September 2017
Closing date for applications	Wednesday 13 September 2017
Interviews	In the week commencing Monday 18 September 2017

#### 4 **Salary Level**

The salary will be Deputy Principal salary Cat 6, Level 4, (\$140,247).