



WORKING AT LORETO NORMANHURST WORKING AT LORETO NORMANHURST
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Loreto Normanhurst is an independent Catholic day and boarding school operating in the Mary Ward tradition. It is part of a worldwide network of Loreto schools, seven of which are in Australia, and provides a dynamic work environment for staff.

While not all staff at Loreto Normanhurst are Catholic, every staff member is expected to support the Catholic and specifically Loreto ethos of the school. This includes living the Loreto Values of freedom, justice, sincerity, verity and felicity.

Loreto Normanhurst is a dynamic school that meets the needs of the modern, young women in our care whilst translating our Catholic and Loreto values into the reality of a new century. This is achieved through the Loreto Normanhurst Student Growth Model (LNSGM), a unique method of schooling. As a result, there are exciting new ways of teaching and learning being delivered, implemented and supported every day. Staff members working in every sector of the school are constantly developing new skills as they meet the challenges of creating, delivering and supporting radical new pedagogy in a rapidly changing world.



COLLEAGUES WHO SHARE THE SAME IDEALS

The staff at Loreto Normanhurst are dedicated to making a difference in the lives of young people and are committed to our intent of ...**growing individuals and communities**... The Loreto Normanhurst staff is a group of innovative people with vision, energy and appropriate qualifications and experience for the roles they perform. We place value on the continuing development of wisdom, integrity and passionate creativity in our staff.

Relationships are central to life at Loreto Normanhurst and the development of community and teamwork is an integral part of employment at the school.

EOWA EMPLOYER OF CHOICE FOR WOMEN

Loreto Normanhurst has the honour of being named an 'Employer of Choice for Women' by the Equal Employment Opportunity for Women in the Workplace Agency (EOWA) www.eowa.gov.au

To be an EOWA 'Employer of Choice for Women', an organisation must:

- Have policies in place which support women across the organisation;
- Have effective processes that are transparent;
- Have strategies in place that support a commitment to fully utilising and developing its people (including women);
- Educate its employees (including supervisors and managers) on their rights and obligations regarding sex-based harassment;
- Have an inclusive organisational culture that is championed by the CEO, driven by senior executives and holds line managers accountable; and
- Deliver improved outcomes for women and the business.

When assessing an organisation, EOWA focuses on:

- Improved outcomes for women, particularly in the areas of attracting, growing, promoting and retaining female staff across the organisation.
- The people management frameworks in place that are supported by an inclusive culture.

At Loreto Normanhurst, we aim to be an employer of choice for all staff.

CAREER PROGRESSION

Loreto Normanhurst employs staff in a wide range of positions. We employ teachers (full-time, part-time, job-share, casual), support staff (administrative and educational), boarding staff, grounds and maintenance staff, uniform and tuckshop staff, domestic services staff, nursing and counselling staff, executive staff, sports coaching and private music teaching staff. There is also a wide variety of positions within these areas and avenues for traditional and non-traditional career progression.

OPPORTUNITIES FOR LEADERSHIP

There are many opportunities to exercise leadership and gain leadership skills as a Loreto Normanhurst employee. These are both formal (eg holding a position as a Director, Head of Department, House Co-ordinator or Manager) and informal (eg chairing a meeting or being part of a temporary committee or think-tank).

At the strategic level, the school is governed by the School Council and the Principal acts as CEO. At the day-to-day level, the school is led by the Leadership Team, which includes the Principal, Deputy Principal, Business Manager and Directors.

LEADERSHIP TEAM

When making decisions on a whole-organisation level it is important to have the right mix of experience and the qualifications 'around the table'. The skills, qualifications and experience of the Loreto Normanhurst Leadership Team members ensure that the decision-making process at Loreto Normanhurst is the best possible. As each member of the Team is responsible for an area within the school, each sector of school life (and staff member) has a voice on this Team. This is vital when making decisions that affect all staff and students, which is the brief of the Leadership Team.



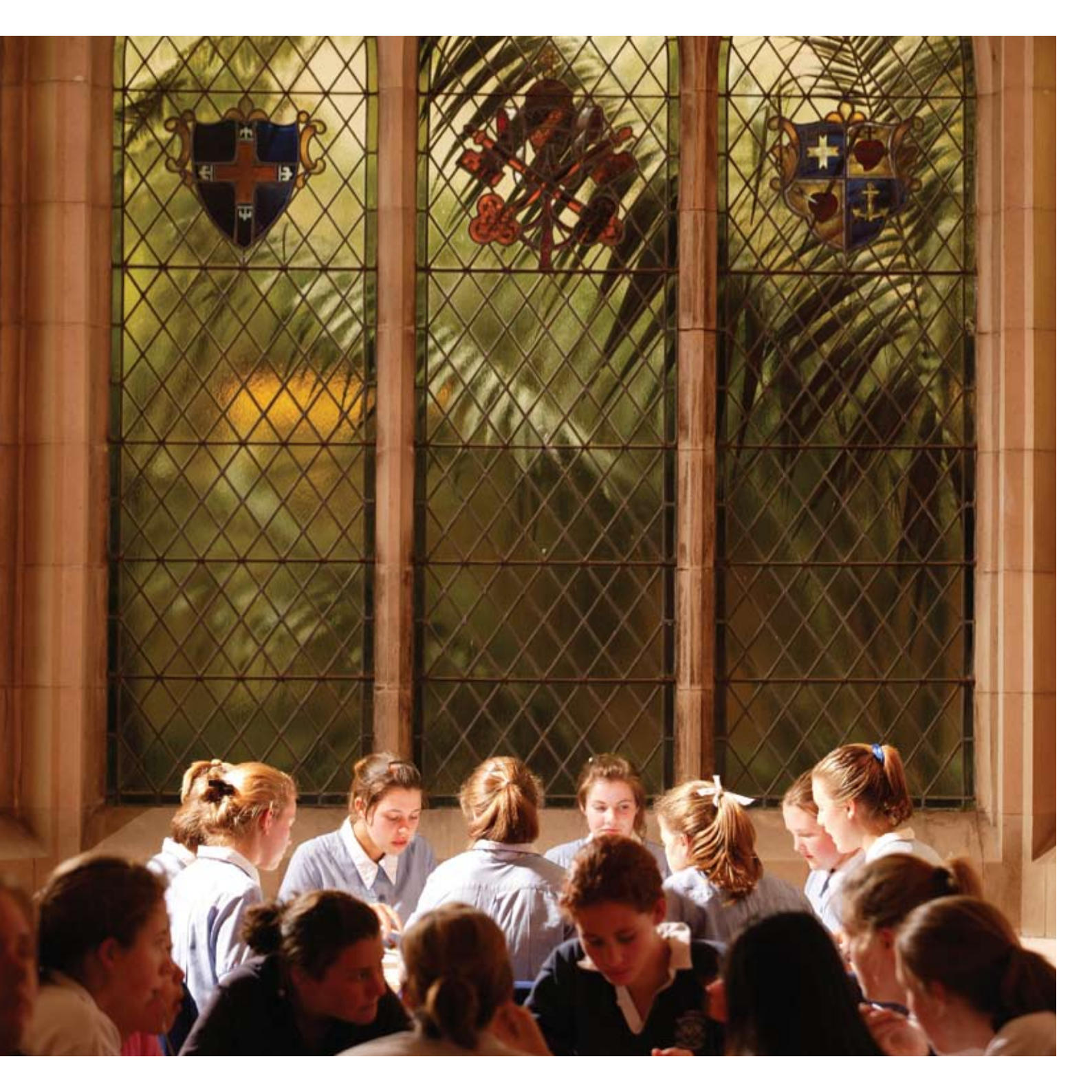
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CONDITIONS OF EMPLOYMENT

Loreto Normanhurst operates under several industrial agreements. We offer all the provisions of these agreements as well as benefits outside of them. Some of the conditions of employment at Loreto Normanhurst include:

- Generous leave arrangements (sick leave, family/carers leave, annual leave, long service, bereavement leave, ex gratia leave, parental leave and study leave)
- Job-share and part-time employment where possible
- Superannuation of choice
- Promotional positions and allowances
- Lower pupil-teacher ratios than other sectors
- Every teaching staff member is provided with the use of a laptop at no cost
- On-site staff parking





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INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The school uses ICT extensively both as a means of communicating with staff and students and as a major tool to assist with teaching and learning. Consequently, Loreto Normanhurst employees are developing and refining their cutting-edge skills in the use of technology. Our ICT department works closely with education staff to integrate technology and pedagogy. The ICT Team also supports our staff and students in their daily use of ICT. Working at Loreto Normanhurst will mean that you are developing top rate ICT skills.

PROFESSIONAL LEARNING

Loreto Normanhurst places great importance on the value of Professional Learning. The Deputy Principal and Director of Human Resources oversee this vital area of staff development. All staff members have access to a wide variety of both in-house and off-site professional learning experiences as well as an annual staff scholarship.



STAFF SUPPORT

- Loreto Normanhurst has a vibrant Human Resources department which is responsible for employment and industrial relations within the school.
- Loreto Normanhurst employs on merit and has open and transparent employment processes. All internal candidates for vacant positions are given the opportunity of an interview.
- The Director of Human Resources meets with all staff prior to commencing their employment and also provides an exit interview for employees as they leave the organisation.
- The school provides an Employee Assistance Program (EAP) for employees and their families paid for by the school.
- The Principal and Directors have an open-door policy in relation to staff raising issues of concern.
- The Leadership Team employs a process of consultation and negotiation with staff in a variety of contexts.
- The IEU/Admin Group meets four times per year and more often if required. This team is chaired by the Principal and membership includes the Deputy Principal, the Director of Human Resources and the three Independent Education Union (IEU) representatives. The group meets to discuss any industrial matters which might arise.
- Each staff member is given access to an annual performance appraisal process based on helping individuals to grow and develop.
- Loreto Normanhurst has an active Occupational Health and Safety (OHS) Committee with representatives from all sectors of staff.
- The school provides ongoing, comprehensive induction and mentoring programs.
- Spiritual development opportunities are available to staff as individuals and as a community e.g. weekly Eucharists and Communion services, staff Eucharist at the end of the year, staff Liturgies at the beginning of each Term, formal Formation experiences including an annual Staff Retreat and opportunities to be part of a student retreat team.

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STAFF RECOGNITION

The School Council and Leadership Team place a high level of importance on the recognition of staff. Staff are 'recognised' in many ways including:

- A staff scholarship, offered annually, which provides the opportunity for overseas travel and study and reinforces the essential purposes of the school.
- Annual Council Dinner for staff, where Council members meet with and affirm staff contributions.
- The Leadership Team works with the staff to make real the achievements and the quality of the school. Everyone feels a sense of celebration in being part of something that is eminently worthwhile and has a legitimate sense of pride in its endeavors.
- Weekly staff morning tea for staff from all sectors, with weekly wine draw.
- The Staff Association joins with the school to foster a spirit of celebration and felicity e.g.
 - opportunities to dress up eg: hats for Melbourne Cup day
 - social gatherings
 - organising baby showers, wedding presents and acknowledgement of those leaving
- Celebrating significant employment milestones and years of service.
- Writing about the achievements of staff in the school newsletter, local and national media and educational journals.
- Celebrating the professional lives and contribution of those who are retiring from any sector of staff.

Loreto Normanhurst is a vibrant organisation made up of staff and students who are committed to being part of our ever-evolving learning community. We invite applications of employment from individuals who are interested in joining our community and contributing to our organisation in a positive and dynamic manner.

FOR MORE INFORMATION PLEASE CONTACT:

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