



loretonormanhurst

Working at Loreto Normanhurst



Loreto Normanhurst

Loreto Normanhurst is a Catholic independent day and boarding secondary school for girls established in 1897 by the Loreto Sisters (IBVM). It is one of seven Loreto schools in Australia.

Loreto Normanhurst encourages the development of young women who will take their place in the world as leaders and as people of commitment, inspired by gospel values. Through the Loreto Normanhurst Student Growth Model (LNSGM), the school fosters a liberal education, with self-motivated learning and the pursuit of personal excellence.

Mission Statement

Loreto Normanhurst, in the spirit of Mary Ward, as a school community:

- Encourages each student to fulfil her academic and personal potential in an atmosphere of freedom, care and respect for the individual
- Celebrates a joyous Christian faith which grows from reflection and leads to justice
- Develops independent, articulate and compassionate women of integrity



Colleagues who share the same ideals

The staff at Loreto Normanhurst is a group of innovative people with vision, energy and appropriate qualifications and experience for the roles they hold. The school places high value on the continuing development of our employees. Relationships are central to life at Loreto Normanhurst and the nurturing of community and teamwork is an integral part of the way in which we work together. Not all our staff are Catholic but it is expected that all staff will support the Catholic and Loreto ethos of 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 exemplary, transparent policies and procedures in place which support women across the organisation at all levels. It must have an inclusive culture which delivers improved outcomes for women, especially in regard to leadership. 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 including executive roles (teaching and non-teaching), teaching, support (administrative and educational), boarding, ICT, grounds, maintenance, nursing and counselling, coaching, tutoring. There are a wide variety of roles within these areas which include avenues for traditional and non-traditional career progression.

Opportunities for Leadership and Management

There are many opportunities to exercise leadership and gain leadership and management skills as a Loreto Normanhurst employee. These are both formal and informal.

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
- Job-share and part-time employment where possible
- Superannuation of choice
- Promotional positions and allowances
- Lower pupil-teacher ratios than other sectors
- Every teacher is provided with the use of a laptop at no cost

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 support our staff and students in their daily use of ICT. Working at Loreto Normanhurst will mean that you are developing high level ICT skills.



Professional Learning

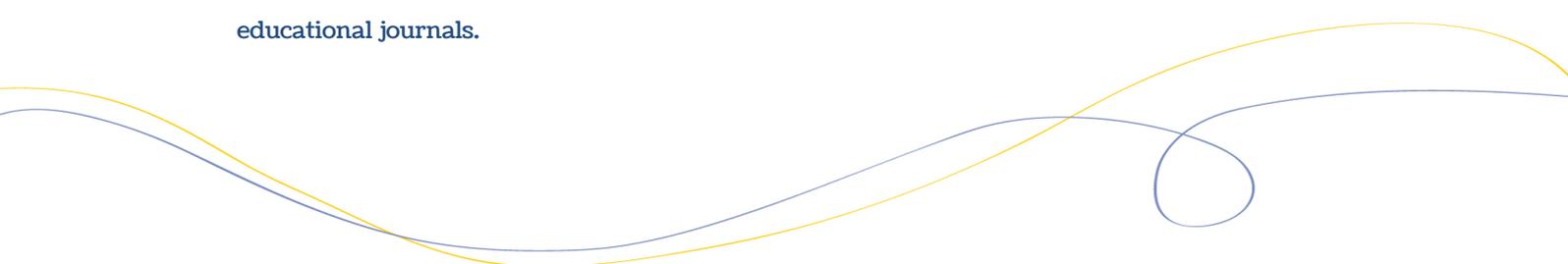
Loreto Normanhurst places great importance on the value of continued professional development and learning. All employees have access to a wide variety of both in-house and off-site professional learning experiences in an ongoing way.

Staff Support

- Loreto Normanhurst has a vibrant Human Resources department which is responsible for the provision of staff support and development.
- Loreto Normanhurst has open and transparent employment processes.
- The school provides an Employee Assistance Program (EAP) for employees and their families paid for by the school.
- The school has a comprehensive and engaging staff Health and Wellbeing program.
- The Principal and Directors maintain an open-door policy in relation to staff raising issues of concern.
- The school supports Union membership and has an active and ongoing dialogue with the Independent Education Union school representatives.
- Each staff member is given access to an annual performance appraisal process based on assisting individuals to grow and develop.
- Loreto Normanhurst has an active Work Health and Safety (WHS) 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 in an ongoing way.
- The school is set on beautiful grounds with extensive gardens and facilities available to staff eg: the fitness centre, aquatic centre and cafe.
- The school provides on-site parking and is within easy walking distance of Normanhurst railway station.

Staff Recognition

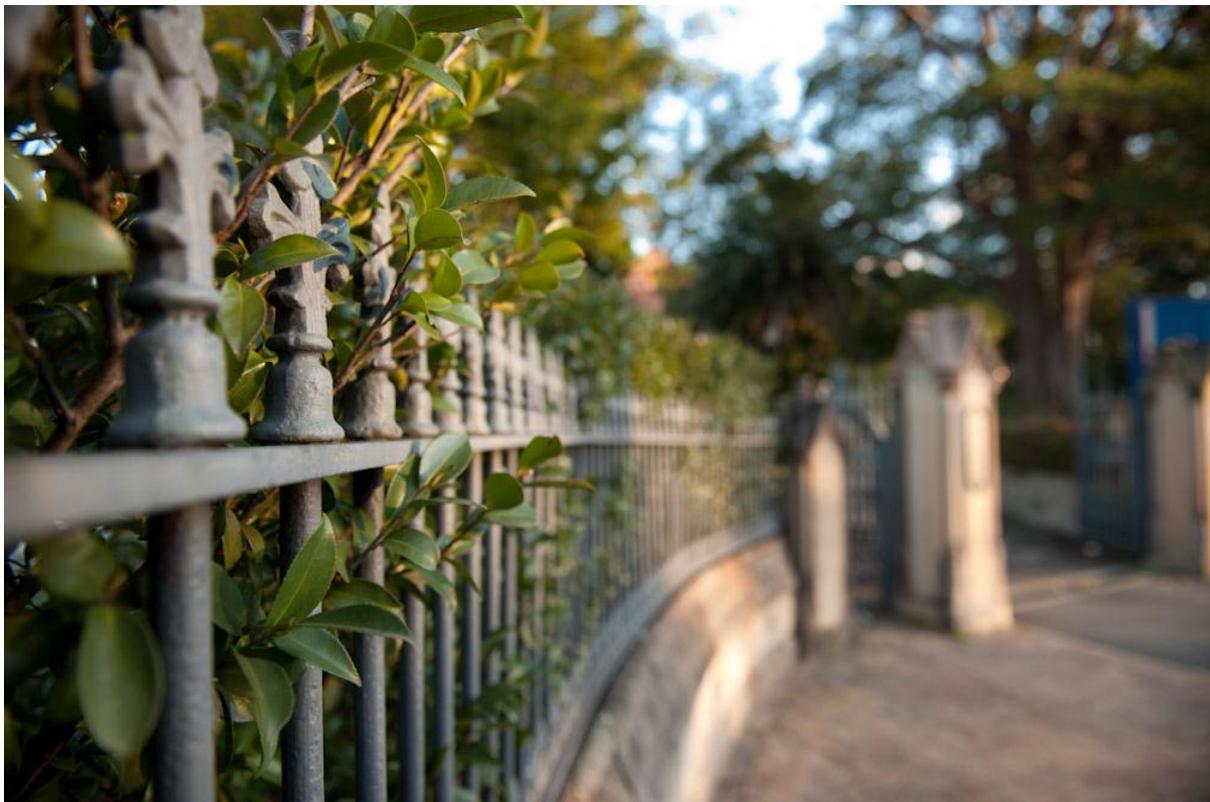
The school places a high level of importance on the recognition of staff. Employees are recognised in many ways including:

- A staff scholarship, offered annually, which provides the opportunity for overseas travel and study and reinforces the essential purposes of the school.
 - Celebrating significant employment milestones and years of service at the annual Retirement Dinner, Recognition of Service event and School Council Dinner for Staff.
 - Weekly whole-staff Morning Teas
 - The Staff Association joins with the school to foster a spirit of celebration and recognition through a variety of events and celebrations.
 - Writing about the achievements of staff on the school website, local and national media and educational journals.
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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:

The Human Resources Department

Loreto Normanhurst, 91-93 Pennant Hills Road, Normanhurst NSW 2076

www.loretonh.nsw.edu.au, Ph: 02 9487 3488, Email: HR@loretonh.nsw.edu.au