



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

Position of Leadership – VCE Leader PoL 3

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Assistant Principal - Learning and Teaching</i>
Classification	<i>Teacher</i>
Time Release	<i>Minimum of 5 periods per cycle Time allocation will be commensurate with the role</i>
Remuneration	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (CEMEA) Salary level 1 July 2025 - \$79,589 - \$118,063 + Super PoL 3 1 July 2025 - \$9,629</i>

POSITION SUMMARY

The VCE Leader is a member of the Learning and Teaching Team. They are responsible for the administration and management of all VCE programs. In this, they work with both the Assistant Principal – Learning and Teaching and the Director of Data and Improvement.

MISSION AND VISION

All staff members of St Joseph's College are expected to:

- uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources
- have a demonstrated understanding of the ethos of a Catholic school and its mission

- demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community.

Our College motto ‘Strength and Kindliness’ comes to life in each staff member as they demonstrate the strength to do their job well and the kindliness to undertake it with compassion.

Leadership at St Joseph’s College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will actively and collaboratively promote and enhance the Catholic Mission and Identity of the College and respond to contemporary research and theological thinking through the development and actioning of the school improvement plan. They will facilitate the ongoing development and understanding of the Kildare Ministries core values, Living Justice Living Peace, and the implications for our way of being at St Joseph’s College. The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope & Wonder. These core values ensure the College Leadership Team works together in leading this thriving school community.

LEADERSHIP

At St Joseph’s College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Improvement Team teachers should be at a ‘Lead’ standard.

COACHING AND PROFESSIONAL LEARNING

St Joseph’s College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff who are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

The following duties are specific to this role and in addition to the responsibilities outlined above for all College Staff members and/or other duties as required by the Principal from time to time.

- Actively articulate the school’s vision and mission as a Catholic school, and use this as a wellspring in all discussion and decision-making

- Active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary
- Available to all staff for consultation and support
- Communicate and exemplify correct procedures and processes to staff
- Address staff meetings and other forums on matters pertaining to their respective areas of leadership
- Contribute to the development of College policies and procedures
- Seek professional development to further understand the mission of St Joseph's College and to develop as leaders and educators
- Oversee operational matters that directly relate to VCE
- Establish, promote and oversee internal procedures to support the effective administration and undertaking of the VCE (e.g. internal and external exams, special students provisions)
- Work collaboratively with the Director of Data and Improvement to ensure the smooth operational running of the school
- Work collaboratively with the College Leadership Team to ensure the communication and implementation of events and programs are well administered and overseen
- Ensure all staff understand their responsibilities to VCAA and oversee all operational responsibilities towards VCAA for the smooth running of the VCE, VCAL and VETiS courses
- Plan, organise and manage delivery of and testing by VCAA or identified by CEM to be completed by the College.
- Monitor students and trends within each cohort and notify the Director of Brigidine Campus when students are at risk of non-completion of their course. Support House Leaders in working with students and their families in this instance
- Respond to any issues of authentication or attendance breaches that will impact on a student's ability to attain the VCE or VCAL
- Work with the Pathways Coordinator to undertake student counselling
- Work with the Pathways Coordinator to promote and assist students in their VTAC application to universities and other educational institutions
- With the Assistant Principal – Learning and Teaching, oversee the development of class lists for Years 10-12
- With the Pathways Coordinator, ensure the VETiS pathways within the school are appropriate, well managed and delivered
- VCE Examinations: Coordinate all necessary documentation, organise external supervisors for Unit 3/4 exams and the GAT
- Coordinate SAC resits process
- Exam timetables: Year 10 and 11 Semester exams & Year 12 Practice Exam timetable
- Work with Learning Enhancement and Pathways Coordinator in student applications for Special Provision (Year 10-12): Completed on VASS
- Work with timetabler on student subject selections.

ATTRIBUTES & DISPOSITIONS

- A dynamic teacher who works well with their peers to plan for and implement teaching programs that improve student academic outcomes
- A commitment to improving learning and teaching across the whole school
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- Ability to deal sensitively with confidential information
- A strong commitment to teamwork
- A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.

RISK & OCCUPATIONAL HEALTH & SAFETY

All College staff members will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risk/hazards in order to eliminate or mitigate against the risk recurring. (Risks arising in the workplace may be financial, site, task, reputational or person-specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within the College.

COMMITTEES & REPORTING

<i>Internal</i>	<i>External</i>	<i>Committees</i>
<i>Principal Leadership Team Staff Students</i>	<i>Organisations outside the College CES Parents/Guardians Visitors to the College</i>	<i>As per directed by Principal</i>

CHILD SAFE RESPONSIBILITIES

- St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

TERMS AND CONDITIONS

- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
- Current registration with the Victorian Institute of Teaching
- Post Graduate studies in Leadership, or a willingness to undertake further study relevant to the primary focus of the role
- An ability to work within a distributive and collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- An ability to communicate effectively with the whole school community as well as with the wider community
- Comply with St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Appropriate qualifications and/or experience.

CONTRACT & CONDITIONS

Contract & Conditions	<ul style="list-style-type: none">• Ongoing - Teacher• The role tenure is for 3 years. If the contract is not renewed the staff member will return to an ongoing teaching position.• A review will take place during this tenure.• The VCE Leader is expected to:<ul style="list-style-type: none">• be available onsite a few days prior to the commencement of the school year and until the gazetted final day• attend planning meetings during holidays or work short periods on weekends if required• perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.
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