



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



Position Description

Director of Learning & Curriculum Kildare Campus PoL 4

| POSITION DETAILS | |
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| College | <i>St Joseph's College Echuca</i> |
| Reports to | <i>Principal via Assistant Principal - Learning and Teaching</i> |
| Classification | <i>Teacher</i> |
| Employment Type | <i>Full time</i> |
| Time Release | <i>PoL 4 - Minimum of 14 periods per cycle (30 periods full load) 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 4 1 July 2025 - \$13,019</i> |

POSITION SUMMARY

The Director of Learning and Curriculum at Kildare Campus (7-9) is a key leadership position responsible for guiding educational excellence and aligning curriculum with the mission and vision of the College. The role requires a dynamic and visionary leader who will work closely with the Assistant Principal to promote a culture of high expectations, continuous improvement and Catholic identity.

The Director of Learning and Curriculum is a member of the College Improvement Team and focuses on encouraging and promoting excellence and achievement amongst all teachers, students and families in our community.

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 instill 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 kindness 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 and 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.

STAFF

- To support staff to build positive relationships with students
- To monitor the College's Staff Dress Code requirements and brief the Assistant Principal - Staffing and Culture accordingly
- To advise the Assistant Principal - Staffing and Culture regarding teaching duties and other relevant staffing matters
- To assist, where appropriate with growth coaching, staff appraisals, staff interviews and employment of new staff
- To liaise with the Assistant Principal - Staffing and Culture regarding staff attendance issues
- To work in cooperation with other key leaders and staff.

STUDENT ENROLMENT

- In cooperation with the Assistant Principal - Staffing and Culture and the College Registrar, participate in the processes by:
 - interviewing prospective school applicants
 - forwarding recommendations regarding student enrolment to the College Leader - Student Wellbeing

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 that 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.

In alignment with the College's mission and strategic priorities, the Director of Learning & Curriculum is expected to:

- Collaborate with the Assistant Principal to provide strategic leadership in advancing the Catholic identity and mission of the school.
- Lead the implementation of the College's Strategic Plan with a focus on educational excellence.
- Foster a culture of high expectations, academic excellence, and the continuous pursuit of improvement in teaching and learning.
- Ensure curriculum design and delivery reflect best practices and are responsive to the needs of all learners.
- Support and mentor teaching staff in curriculum planning, pedagogy and assessment practices.
- Promote innovative teaching strategies and the integration of technology to enhance learning outcomes.
- Oversee curriculum compliance with relevant educational frameworks and regulatory standards.
- Collaborate with staff to analyse data and evidence to inform practice and improve student achievement.

- Work with the Assistant Principal to provide leadership in promoting the mission of the Catholic school
- Embed high expectations and the pursuit of excellence
- Share with the Principal in being a presence in the school and wider community
- Share with other members of the College Improvement Team, duties related to overall management of the College, including attendance at College events and attendance during holiday breaks as requested.

In addition to the role description for a teacher, the following duties are aligned to the major areas of responsibility of this position of leadership:

STATEMENT OF DUTIES

Specifically, duties include:

- A well-developed understanding of emerging curriculum paradigms and the intersection with the curriculum programming of the College. Continuously review offerings in light of these initiatives ensuring there is an alignment of the internal program with best practice / research-based developments.
- Where new programs are developed and implemented, have responsibility for the measurement of success against objectives and report on outcomes to the AP Teaching & Learning on a Semester basis with recommendations as to next steps.
- Oversee the development and documentation of Year 7-9 curriculum, ensuring these are maintained, updated and easily accessible to all staff
- Subject selection process for years 7-9, including the timeline, communication to students, staff and families.
- Work in collaboration with the Assistant Principal - Learning and Teaching to establish processes and procedures for the subject selection process
- Schedule, staff and provide clear communication to all members of the College regarding the Year 9 examinations.
- Initiate students at Academic Risk meetings with students and families (and other College personnel) in collaboration with the Director of Student Engagement and Connection. Inform the relevant staff, students and families of the outcomes of these meetings. Maintain and document all meetings and disseminate as required.
- In collaboration with the Director of Campus, the Director of Learning and Curriculum, and the Director of Learning Enhancement, review the provision of social and emotional and curriculum programs for students on alternate programs. This includes annual review of effectiveness of the programs, documentation of the program meeting student outcomes, alternate reporting and mapping of the pathway through to completion of VCE.
- Monitor the overall academic progress of students in years 7-9 and communicate issues or concerns with students and families. Inform staff of these concerns, establish communication structures, frameworks and possible consequences.
- Assume responsibility for the Middle School Curriculum Handbook
- Assume responsibility for Book Lists Year 7-9. This requires working closely with Learning Leaders and the Assistant Principal - Learning and Teaching.

- Assume responsibility for Academic Reports.
- Assume responsibility for Awards (Semester & End of Year) in consultation with the Leadership Team.
- Initiate and implement whole school data for improvement strategies.
- Classroom Mastery in collaboration with Directors of Student Engagement and Connection.
- Provide support for new staff regarding the implementation of our Classroom Mastery program.
- In collaboration with the Director of Campus and the Director of Engagement and Connection, develop and implement the Classroom Mastery program across the Campus. This includes role modelling for staff, providing clarity on each step in the process, introducing, refreshing and reminding new and existing staff to our Classroom Mastery Program.
- Visiting classroom teachers and providing coaching in our Classroom Mastery tools.
- Work in collaboration with the Co Leaders of the Amplify Program.
- Oversee the implementation and introduction of the Year 7 Changemakers program and the Year 8 Justice Seekers Program.
- Oversee the scheduling, updating and facilitation of NAPLAN and PAT testing.
- Schedule, introduce, implement and deliver the Step up to Senior School Program for Year 9 students in collaboration with the Director of Student Engagement and Connection.
- Assist in transition of years 9-10 in collaboration with other Directors of Learning and Curriculum Years 10-12 and Engagement and Connection Years 7-9.
- Monitor the fidelity of implementation of policies and procedures in relation to Teaching and Learning and have an impact on increasing the effectiveness of practice.

COMMITTEES

- College Improvement Committee
- Learning Leaders

CHILD SAFE RESPONSIBILITIES

CHILD SAFE SCHOOL

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
 - Hold a current registration with the Victorian Institute of Teaching
 - Previous experience of senior leadership in Catholic education
 - 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
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- A sound grasp of current educational thought and practice specifically in the context of the role
 - A vision for the role

- Exhibit an ability to communicate effectively with the whole school community as well as with the wider community
- Comply with the St Joseph’s College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Capacity to fulfil the requirements of a Fit and Proper Person Declaration

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| <p>Contract & Conditions</p> | <ul style="list-style-type: none"> ❖ The role tenure is for 3 years. If the contract is not renewed the staff member will return to an ongoing teaching position. ❖ The Director of Learning & Curriculum at Kildare Campus will engage in a formative review. ❖ A summative appraisal will take place in the final year of the role with the panel making a recommendation to the Principal in relation to contract renewal. ❖ The Director of Learning & Curriculum at Kildare Campus is expected to: <ul style="list-style-type: none"> ➤ Be available onsite in the week 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. ➤ These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment. ➤ Other duties as directed by the Principal |
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