



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



Position Description

Director of School of Excellence - POL 4

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal</i>
Classification	<i>Teacher</i>
Employment Type	<i>Full-time</i>
Time Release	<i>PoL4 - Minimum of 10 periods per cycle</i> <i>Time allocation will be commensurate with the role</i>
Remuneration	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA)</i>

POSITION SUMMARY

The Director of School of Excellence oversees the Academies and the Colours Program throughout the College and provides leadership in the development of processes and programs in that area. The Director of School of Excellence is a member of the College Improvement Team and focuses on encouraging and promoting excellence and achievement amongst all teachers, students and parents in our community.

The role of the Director of School of Excellence is to lead and support the implementation of rigorous and engaging programs and academies across the College. They will provide leadership, direction, facilitation and advice to staff who work within various learning areas.

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 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.

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 as a major contributing factor towards improvement in student learning outcomes.

The Director of School of Excellence is expected to:

- Work with the Principal to provide leadership in promoting the mission of the Catholic school
- Participate in developing a clear vision for the future of the College and provide strong leadership in implementing the College's Strategic Plan
- Embed high expectations and the pursuit of excellence
- Share with the Principal in being a presence in the school and wider community
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- Develop authentic relationships with staff, promoting collegiality and open dialogue
- School group interstate or international travel may be required
- Participate in the staff selection and appraisal processes
- Regularly contribute to newsletter and other College publications
- 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.

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.

- To work in an honest, open, innovative and flexible manner with a focus on improvement of student outcomes and excellence in learning
- To model a distributive and collaborative style of leadership which acknowledges the valuable contribution of each member of the College community, and which reflects and supports the vision of the College
- Work in cooperation with relevant staff, regarding the development and organisation of programs for students within the School of Excellence
- Work in collaboration with the Directors of Learning and Teaching to expand on the Colours program
- Contribute to building vibrant programs throughout the College
- Promote the academies, their achievements and implement an evaluation process
- Track the success and achievement of students within the academies
- Oversee the House Colours system, including the allocation of colours to students
- Facilitate the application and selection process for all academies in collaboration with the relevant leaders

ATTRIBUTES & DISPOSITIONS

- Be a dynamic teacher who works well with their peers to plan for and implement teaching programs that improve student academic outcomes
- Demonstrate a commitment to improving learning and teaching across the whole school
- Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds
- Be able to deal sensitively with confidential information
- Display a strong commitment to teamwork

- Have 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.

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
- Hold a current registration with the Victorian Institute of Teaching
- 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
- Exhibit 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	<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. ❖ The Director of the School of Excellence will undertake a review during this tenure. ❖ The Director of the School of Excellence 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. ● 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.
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