



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



Position Description

Director of Capacity and Coaching: PoL 4

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Assistant Principal - Staffing and Culture</i>
Classification	<i>Teacher</i>
Employment Type	<i>Full time</i>
Time Release	<i>Minimum of 10 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 Capacity and Coaching works collaboratively with members of the College Leadership Team and Learning Leaders Team to develop and enhance a learning culture at the College. The Director of Capacity and Coaching is a member of the College Improvement Team and focuses on encouraging and promoting excellence and achievement amongst all staff, students and parents in our community. The Director of Capacity and Coaching will establish and oversee an annual professional learning plan for the College which is aligned to its strategic plan that underpins improvement across all areas. This plan should outline the key criteria to be considered at the College when differentiating between programs on offer.

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.

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.

The Director of Capacity and Coaching 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
- 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.

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:

- Model excellent teaching and promote the teaching profession at the College, as well as recognise and celebrate the achievements of teaching and non-teaching staff
- Work with the College Improvement Team to facilitate and achieve targeted improvement goals as outlined in the Strategic Plan or NSIT recommendations
- Implement and review the College's professional learning policies, processes and procedures
- Work in collaboration with the Assistant Principal - Staffing and Culture, to plan, prepare and coordinate staff professional learning days and programs
- In collaboration with the College Leader - Faith and Community facilitate the accreditation processes for all teaching staff
- Liaise with the College Leader - Faith and Community regarding staff formation/spirituality days and staff RE accreditation
- Assist the Assistant Principal - Staffing and Culture with the recruitment of new staff
- Assist staff in the management and development of their VIT requirements
- Develop a database to influence future professional learning and Professional Learning Plans
- Assist staff in keeping up-to-date with current educational trends and practice
- Collaborate with members of the College Improvement Team to discuss the professional learning needs at the College and establish strategic directions and areas of focus for the Professional Practice Teams
- Oversee the structure and make of PLTs and the coaching lines of communication in collaboration with the Assistant Principal - Staffing and Culture
- Develop forums and strategies for staff to share learning experiences and to assist each other in professional learning that engages students and improves classroom practices
- Work closely with the Assistant Principal - Staffing and Culture regarding annual review and coaching meetings for teaching and non-teaching staff
- Work in collaboration with the Assistant Principal - Staffing and Culture to create, implement and evaluate a review and appraisal process for all position of leadership holders
- Work with the Assistant Principal - Staffing and Culture and the Business Manager to establish a review system for support staff

- Plan and facilitate the induction and mentoring program for new teachers to the College, be they provisionally registered or experienced teachers
- Oversee and develop the growth coaching program at the College, including evaluation, improvement and expansion
- Develop and communicate a whole school approach to professional learning, including a Professional Learning Framework
- assist with updating and maintaining Professional Learning Records of staff
- Work in collaboration with the Assistant Principal - Staffing and Culture to develop and implement an induction program for all new staff
- Work in collaboration with the Assistant Principal - Staffing and Culture to establish professional learning and schedule relevant foci
- Initiate and develop professional learning opportunities for the College and wider educational community
- Develop professional learning opportunities that are both local, national and global
- Lead and oversee the implementation of an instructional coaching approach to pedagogical improvement
- Develop opportunities for instructional coaches to facilitate and influence peer to peer professional learning for teachers
- Liaise with the Director of Data and Improvement and instructional coaches to implement, evaluate and review the various data sets used to improve learning and teaching outcomes, such as PIVOT data

Oversee the work of pre-service teachers and university partnerships at the College:

- Liaise with universities and institutions regarding student teacher practicums
- Oversee distribution of materials required for student teacher supervisors (information booklets, memos, reports and reporting guidelines)
- Oversee the arrangements of suitable student teacher placements with staff
- Oversee an induction program for student teachers
- Oversee the welfare and progress of student teachers during their placement at the College
- Oversee the preparation of invoices for institutions, liaise with accounts and provide a ledger to the Principal
- Develop and maintain learning partnerships and opportunities with universities

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

COMMITTEES

College Improvement Team
 Staff Wellbeing Committee
 College Organisation Committee
 Other external committees as appropriate

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 ChildSafety 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
- 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

Contract & Conditions	<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 Capacity and Coaching 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 Capacity and Coaching 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.
----------------------------------	---

	<ul style="list-style-type: none">➤ 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
--	--