



ST. JOSEPH'S COLLEGE

Role Description & Duty Statement



Position of Leadership – Learning Leader

Overview

All staff members of St. Joseph's College are expected to uphold the Kildare Ministries, Brigidine and Diocese of Sandhurst Catholic 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.

The 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.

The core values that will inform how College staff members will work together and lead the school community are:

Brigidine	Kildare Ministries	Diocese of Sandhurst Charter of School Improvement.
Be faithful to our Catholic heritage	Courage	Faithful
Welcome all people especially the most vulnerable	Hospitality	Inclusive
Celebrate all that is good with joy and gratitude	Wonder	Sacramental
Engender a love of learning, hope and a sense of purpose	Hope	Life Giving
Image and practise justice and service	Compassion, Justice	Just

Position	Learning Leaders. 1 x School of Culture – RE & The Arts 1 x School of Communication – English & LOTE 1 x School of Enterprise – Humanities & Technology 2 x School of Reason – Maths, Science, H&PE
Reports to	College Leader – Teaching & Learning
Reported to by	Classroom Teachers Relevant Allied staff
Primary Focus of Role	
<p>The role of the Learning Leaders is to lead and support the implementation of a rigorous and engaging curriculum for our students. Learning Leaders are specifically involved in developing an engaging curriculum, improving teacher reflection on student learning and the use of data for tracking and modifying student learning.</p> <p>The Learning Leaders are members of the Learning and Teaching Team and in collaboration with the College Leader - Learning and Teaching and the College Leadership Team, have responsibility for development of the curriculum, assessment & reporting and ensuring that staff are teaching engaging, rigorous and progressive units.</p>	
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.	
Area of Responsibility	Relevant duties
As members of the Learning & Teaching Team	Actively articulate the school's vision and mission as a Catholic school, and use this as a wellspring in all discussion and decision-making.

	<p>Are 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.</p> <p>Are available to all staff for consultation and support.</p> <p>Communicate and exemplify to staff correct procedures and processes.</p> <p>Address staff meetings and other forums on matters pertaining to their respective areas of Leadership.</p> <p>Contribute to the development of College policies and procedures.</p> <p>Seek professional development to further understand the mission of St Joseph's College and to develop as leaders and educators</p>
<p>Curriculum Development</p>	<p>Ensure that the school's Learning and Teaching program is engaging, reflective, rigorous, well-resourced and documented according to the school's requirements.</p> <p>Manage and maintain the curriculum documentation for relevant domains according to school procedures.</p> <p>Build cross-curricular connections for improved student learning.</p> <p>Gather staff as necessary and facilitate collaborative curriculum planning and development.</p> <p>Manage the budget for the relevant 'School of' efficiently and responsibly</p>
<p>Teacher Development</p>	<p>Work collaboratively to monitor closely and plan for improvement in Learning and Teaching across the whole teaching body.</p> <p>Take responsibility for supporting the teaching staff of relevant Domains.</p> <p>Be a 'critical friend' to teachers in the relevant Domains, assisting the analysis of data, and where necessary, asking the 'courageous questions' about student improvement.</p> <p>Assist teachers to reflect on and improve their teaching skills by providing ideas and strategies on planning, pedagogy and teaching skills.</p> <p>Plan for future improvement (for individual staff, for teams, and for the whole staff) and implement programs as necessary to do so.</p>

	<p>Conduct and facilitate action research at the College.</p> <p>Assist staff to experiment with teaching and assessment strategies that meet the needs of students' different learning styles and abilities.</p> <p>Work with the Principal in supporting Religious Education teachers to gain appropriate accreditation to teach Religious Education or accreditation to teach in a Catholic School.</p> <p>Undertake challenging conversations with staff when curriculum expectations and agreed behaviours are not met.</p> <p>Adopt a leading role in the school's coaching and reflection program, particularly as a coach of a PLT.</p>
<p>Assessment & Reporting</p>	<p>Ensure that assessment (formative and summative) is rigorous, appropriate and timely.</p> <p>Ensure that academic reporting to parents is undertaken in an orderly and comprehensive manner.</p> <p>Track student improvement within respective Domains and train staff in using a broad range of data effectively for improved student learning.</p>
<p>General</p>	<p>Respond to parent and/or student concerns about academic progress in a specific class or subject.</p> <p>Liaise with House Leaders, where appropriate, to provide teaching and learning ideas, advice and strategies for difficult classroom climates.</p> <p>Assist in the formation and implementation of student late to work procedures.</p> <p>Participate in selection of new staff to the relevant 'School'.</p> <p>With the Pathways Leader, ensure that VETiS pathways within the school are appropriate, well managed and delivered.</p> <p>Give direction to, and manage the workload and performance of Allied staff associated with the relevant 'School'</p>

	Foster and oversee co-curricular activities pertaining to the relevant 'School', e.g. debating, Anzac Day, etc.
Key Selection Criteria	
Attributes & Dispositions	<p>Be a dynamic teacher who works well with their peers to plan for and implement teaching programs that improve student academic outcomes.</p> <p>Demonstrate a commitment to improving learning and teaching across the whole school.</p> <p>Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.</p> <p>Be able to deal sensitively with confidential information.</p> <p>Have displayed a strong commitment to team work.</p> <p>Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.</p>
Knowledge & Understandings	<p>Demonstrate a deep understanding of the Identity Statement and Core Values of St Joseph's College.</p> <p>Demonstrate a deep understanding of the relevant Kildare Ministries, Diocesan and Government curriculum requirements.</p>
Skills & Capabilities	<p>Have appropriate training in staff coaching/mentoring and/or be working towards these.</p> <p>Show capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation.</p> <p>Have outstanding organisational and negotiation skills.</p>

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 risks/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 Safety

All College staff members will 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>

Background & Qualifications	
Essential	Current VIT registration
Desirable	Accreditation to teach in a Catholic School Accreditation to teach RE in a Catholic School
Other Requirements	
Contract	Teacher – ongoing For the 2017 – 2020 school years inclusive:- Position of Leadership Level 3 Time release – 10 periods (12.5hrs) per fortnight
Conditions	As per VCEMEA 2013 and subsequent VCEMEAs