

Performance and Development Leader

OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community.

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

Primary Objective of the Role

The Performance and Development Leader is appointed by the Principal to work with members of the Leadership Team to implement evidence-based approaches to learning and wellbeing to ensure that every student and staff member is engaged and challenged as collaborative members of a learning community.

The Performance and Development Leader will enable the College to access and understand data and apply understandings to review and develop teaching and learning and wellbeing programs at classroom, team and whole school levels.

Major Areas of Responsibility

The Performance and Development Leader will:

- I Work with various teams across the College to reflect strategically about the use of data for school improvement.
- II Work with teams to analyse and interpret data (including internal assessment data) to support the continuous improvement of classroom teaching and learning programs, and College wellbeing programs.
- III Oversee the implementation of the College's Performance and Development Program for teachers.
- IV Oversee the implementation of the Assessment and Reporting Program at the College.
- V General responsibilities in the area of Curriculum Leadership.

STATEMENT OF DUTIES

The following duties are aligned to the five major areas of responsibility of the Performance and Development Leader.

<p>Using data for school improvement</p>	<ul style="list-style-type: none"> – In collaboration with the Head of Learning and Teaching, lead the continuous development of teachers as a professional learning community focused on improvement in student learning outcomes. – In collaboration with the Head of Students, explore, develop and review ways that data can be collected to support wellbeing programs, for example, annual student wellbeing surveys. – Continuously review the ways in which data might be deployed to various audiences in meaningful ways to achieve College goals. – Lead the evaluation of the various intervention programs and provide appropriate review and response strategies leading to continuous improvement.
<p>Analysis and interpretation of data for learning, teaching and wellbeing</p>	<ul style="list-style-type: none"> – Plan, act, review and respond collaboratively with members of the College Leadership Team to gather information, analyse data and make decisions to maximise student achievement, improvement and learning. Work collaboratively with Domain Leaders to promote an understanding of the significance of data to their work with staff and students. – Initiate staff professional learning conversations focused on improving academic performance, for both the individual and the cohort. – Construct and/ or implement surveys and other tools to gather data.

	<ul style="list-style-type: none"> – Analyse and prepare various data sets (eg NAPLAN, VCE/VCAL, ALLWELL) for presentation to relevant audiences and continuously review the ways in which data might be deployed to various audiences in meaningful ways to achieve College goals. – Meet regularly with staff in accordance with various academic improvement programs. – Provide the Head of Learning and Teaching with data relating to student academic results on a regular basis, including the regular review of internal assessment data. – Provide the Head of Students with data relating to student wellbeing as required.
Performance and Development Program	<ul style="list-style-type: none"> – Work with the Head of Learning and Teaching to ensure that the Performance and Development Program supports the achievement of SIP and AAP Goals. – Work with teachers and leaders to build a culture of reflective practice. – Oversee the development, implementation and review of the College Performance and Development Program. – Support teachers in the development of goals focussed on the ongoing improvement of classroom practice. – Draw on the resources provided by AITSL and other agencies to support the inclusion of evidence-based practices in the daily work of teachers.
Assessment and Reporting	<ul style="list-style-type: none"> – Oversee the development, implementation and review of the College Assessment and Reporting Program. – Support teachers in the development of formative assessment practices that inform the learning and teaching cycle and support personalised approaches to learning. – Support teachers in the development of creative and innovative formative assessment tasks that support personalised approaches to learning. – Monitor the development and implementation of progressive reporting, providing support for Domain Leaders to ensure teachers provide timely feedback to parents via the College LMS. – Work with the Head and Learning and Teaching to produce twice yearly summative reports for families.
General Responsibilities	<ul style="list-style-type: none"> – Develop and maintain a productive and supportive network of relationships with staff, students, parents and the wider College community; – Promote the College as a community of learning and excellence to the wider educational community through contribution to publications (including professional blogs), at meetings of professional associations, at conferences, etc; – In collaboration with the Head of Learning and Teaching, lead relevant parent information sessions related to academic programs. – Provide the Head of Human Resources with data relating to Staff and community surveys as required. – Update information published for parents, staff and students as required.
Other	<p>The Performance and Development Leader will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
Commitment to Child Safety	
<ul style="list-style-type: none"> – experience working with children – a demonstrated understanding of child safety – a demonstrated understanding of appropriate behaviours when engaging with children – familiarity with legal obligations relating to child safety (e.g. mandatory reporting) – be a suitable person to engage in child-related work 	

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Performance and Development Leader 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 or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility

Team Membership	Curriculum Leadership Team Domain Leaders Team (as required)
Background & Qualifications	Proficiency in the use of technology Appropriate teaching qualifications Extensive teaching experience
Other Requirements	Flexibility to vary working hours to fulfil requirements of position
Contract & Conditions	<p>Tenure: 2019-2020</p> <p>Time Release: 16 periods per cycle</p> <p>POL Level: POL 4</p> <p>Direct Report: Head of Learning and Teaching</p> <p>Area of Responsibility: Learning and Teaching</p> <p>Conditions: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2013</p> <p>Dress Code: Professional Business Attire</p>

AUTHORISED BY: PRINCIPAL

DATE: AUGUST 2018

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.