

OVERVIEW

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

Those who hold a leadership position at St Columba's take on a role which is based on a model of Christian service. Leadership positions derive their authority from the Principal and, as such, members of the Leadership Team share the responsibility of inspiring and leading staff and students in their commitment to the core values of the College – Faith, Hope, Community, Learning and Justice.

The College Leadership Team comprises the Principal, Deputy Principal, Head of Learning and Teaching, Head of Faith and Mission, Head of Students, Head of Human Resources, Head of College Operations and Compliance and the Business Manager. Together the Leadership Team makes decisions and recommendations which foster the philosophical and educational aims of Mary Aikenhead Ministries within St Columba's College.

Each Leadership Team member has a key role in promoting and celebrating our identity as a Catholic school in the tradition of the Sisters of Charity.

It is expected that a member of the Leadership Team may be designated to be responsible for the College in the absence of the Principal and Deputy Principal and represent the Principal on committees or at functions, as required. He or she will be involved in school community activities outside currently designated school hours and participate in planning during some school holiday periods.

PRIMARY OBJECTIVE OF THE ROLE

The Head of Learning and Teaching is responsible for the development, implementation and evaluation of the teaching and learning program. This role has two key elements. The first is the ongoing development of curriculum programs so that they are relevant, contemporary and reflect 21st Century approaches to learning and teaching. The second element is the ongoing development and formation of teacher pedagogy to ensure that the enacted curriculum reflects the innovative approaches used in curriculum design and planning. The Head of Learning and Teaching will work closely with the Principal and the Leadership Team to improve the quality of staff and student learning at St Columba's College and to build a learning community that values, promotes and celebrates creativity, innovation and excellence.

Major Areas of Responsibility

The Head of Learning and Teaching will:

- I. facilitate and oversee the development, implementation and evaluation of curriculum programs on a regular cycle to ensure they remain contemporary and relevant for the students.
- II. plan for and support the development of teacher skills to ensure that contemporary pedagogies are employed in the delivery of the planned curriculum.
- III. contribute to the development and planning of Professional Learning to support innovation in curriculum and pedagogy.
- IV. work with the Performance and Development Leader to facilitate whole school approaches to assessment and reporting.
- V. assume general responsibilities in the area of Learning and Teaching.
- VI. work as a member of the College Leadership Team.

STATEMENT OF DUTIES

The following duties are aligned to the 6 major areas of responsibility in this role.

Curriculum Planning and Design	<ul style="list-style-type: none">– Take overall responsibility for the framework of Curriculum Programs at the College.– Monitor the College’s curriculum provision and outcomes to ensure that students are being effectively taught essential learning and key skills in the State and National Curriculum Areas, in line with the Vision, Mission and Values Statement of the College.– Facilitate the cyclical review of Curriculum Programs.– Develop, implement and maintain procedures for monitoring and supporting student academic performance over the short and long term.– Identify needs, initiate change and facilitate innovation in the area of curriculum planning and design with reference to student needs and current education policy and practice.– Work collaboratively with Domain Leaders and Curriculum Leaders to develop inquiry-based approaches to curriculum design and planning, including the development of authentic learning projects and problem-based approaches to learning, which all incorporate the development of 21st Century skills.– Work with Domain Leaders and Curriculum Leaders to assist staff to experiment with and incorporate into curriculum design teaching and assessment strategies that support differentiated approaches to learning that challenge all students in their learning.– Support staff members in their use of the College Learning Management System to document curriculum programs.– Ensure that course documentation is prepared according to College guidelines, is up-to-date and accurately reflects the teaching and learning program.
Teacher Pedagogy	<ul style="list-style-type: none">– Build, support and contribute to a culture of performance and development within the teaching staff.– Keep abreast of current educational research and share with appropriate teams.– Encourage staff to access research of best practice and next practice relating to teacher pedagogy; share this within teaching teams.– Conduct and facilitate action research at the College.– Support teachers in their ongoing development of pedagogical practice, through team meetings and individual support, for example, classroom observation, team teaching, coaching support.– Develop a process for in-class monitoring and enhancement of teaching and learning practices.– Build the capacity of others to seek, critically assess and incorporate new ideas into existing curriculum policies and programmes.– With the Performance and Development Leader develop and implement strategies for staff to gain ongoing feedback from multiple data sources, including students.
Professional Learning to Support Innovation	<ul style="list-style-type: none">– Work cooperatively with key staff to plan for the provision of professional learning in the areas of curriculum design and planning and pedagogical practice.– Plan for and support the capacity building of Domain Leaders as teaching and learning innovators.– Provide formative feedback for staff formally through ARM and teacher appraisal processes and informally as the occasion or need arises.– Provide coaching support for Domain Leaders and teaching staff in the areas of leader and teacher development.– Model the approaches to performance and development for teachers and leaders through commitment to ongoing professional learning.– With the Head of Human Resources support and monitor the work of teachers new to the College, especially beginning teachers.

Assessment and Reporting	<ul style="list-style-type: none"> – With the Performance and Development Leader oversee the development, ongoing review and implementation of the College’s assessment and reporting policies and practices. – Support teaching staff in their use of the College Learning Management System to provide ongoing assessment feedback to students and families. – Monitor and facilitate approaches to formative assessment within the learning and teaching program.
General Responsibilities	<ul style="list-style-type: none"> – Ensure that learning and teaching programs and practices reflect MAEA and St Columba’s College Policies and Processes. – Facilitate the review and development of policies and processes that enhance the quality of the learning and teaching program at the College. – Provide reports to the Principal regarding the progress of the various programs in the area of Learning and Teaching, and provide analysis of data related to student outcomes, as required. – Facilitate consultation and communication procedures to ensure future directions and actions are understood and implemented effectively. – Liaise with Curriculum Leaders of Special Programs, for example, Special Needs, VCAL, Head of Library, Pathways, Innovative Programs Leader, to develop and implement support and programs for students. – Contribute to the development, implementation and evaluation of the School Improvement Plan and the Annual Action Plan. – Investigate the various forms of data available to support review and planning processes at the College; work with teams to access and use available data to support improvement in the quality of learning and teaching programs to build a culture of evidence-based practice – Coordinate the organisation of testing and examination periods at the College. – Identify staffing needs required to facilitate quality teaching and contribute to the development of appropriate teacher allocations. – In conjunction with the Leadership Team support and challenge staff to meet published College expectations. – Oversee the subject selection process including authorising recommendations from teachers, conducting interviews and vetting student applications for subjects. – Oversee the development of Years 7-12 Course Handbooks in consultation with the Domain Leaders. – Ensure the relevant Learning and Teaching section of College publications is up-to-date and provides the public with an accurate understanding of the College’s curriculum.
Leadership Team Membership	<ul style="list-style-type: none"> – Promote and celebrate the charism of Mary Aikenhead and the spirituality and tradition of the Sisters of Charity within the life of the College community. – Assess the potential impact of College policies and procedures on learning and teaching. – Contribute to the operations of the Leadership Team honestly, openly, flexibly, creatively and positively, as per the Leadership Team Charter. – Implement decisions of the Principal and Leadership Team faithfully and actively. – Embed high expectations and the pursuit of excellence as pervasive aspects of College life. – Participate in staff selection, induction, formation, allocation of loads, supervision and appraisal. – Build leadership capacity in staff. – Develop collegial relationships that enable staff input into Leadership Team considerations and provides appropriate and comprehensive feedback.

	<ul style="list-style-type: none"> – Carefully monitor the professional wellbeing of staff. – Oversee and monitor the Staff Forum schedule to support the Professional Learning of all staff members. – Contribute to the mission of Mary Aikenhead Education. – Act as Patron of a designated area of the College community to develop and enrich its contribution to College life.
Other	<p>The Head of Learning and Teaching 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>
<p>Commitment to Child Safety</p> <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 (eg mandatory reporting) – be a suitable person to engage in child-related work 	
<p>RISK AND OCCUPATIONAL HEALTH AND SAFETY</p> <p>The Head of Learning and Teaching will:</p> <ul style="list-style-type: none"> – 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 	
Background & Qualifications	<p>Significant experience in Leadership in Catholic Education</p> <p>Appropriate Post-graduate qualifications</p> <p>Exemplary teacher</p> <p>Proficiency in the use of technology</p>
Other Requirements	<p>Flexibility to vary working hours to fulfil requirements of position. The position requires regular involvement and participation in activities outside of normal school hours and during school holiday times. These will be negotiated with the successful applicant.</p>
Contract & Conditions	<p>Tenure: Full-time, ongoing teaching position Leadership position: 4 years, a performance review will take place in the third year of appointment</p> <p>Time Release: 0.7 FTE</p> <p>Remuneration: Category B Deputy Principal (level commensurate with the successful candidates experience)</p> <p>Direct Report: Principal Area of Responsibility: College Leadership</p> <p>Conditions: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2013.</p> <p>Dress Code: Professional Business Attire</p>

AUTHORISED BY: PRINCIPAL

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