



St Mary's College

Director, Learning & Teaching

Role Description

St Mary's Catholic F-10 College educates in the charism of the Sisters of Mercy and is governed by Melbourne Archdiocese Catholic Schools (MACS). The College has a dedicated staff, visionary College Board, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College. St Mary's is a dynamic learning environment with high expectations.

A major curriculum investment has been made in the MultiLit Literacy Program from Macquarie University, a whole classroom instructional approach to learning that is researched and driving the College Strategic Intent 'improve reading outcomes for all students.'

A F-12 Pathway Committee was formed this year to research the return to Year 12. A Master Plan will be completed this year to align with the committee's final report. A new F-2 Primary Learning Centre will be ready for use in 2022 providing a state of the art learning environment.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teachers, as role models, inspire the students through their enthusiasm and passion for teaching. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Best wishes

Wayne Smith

Principal

*DipEd(ACU) DipREd(ACU) BEd(ACU) GradCertEdAdmin(Edith Cowan)
GradDipREd(ACU) MEdAdmin(Charles Sturt) MTheoSudies(BBITAITE)*

St Mary's College Vision Statement

*A welcoming Catholic community that respects our heritage and looks to a sustainable future.
We inspire learning excellence, resilience and service to others.*

Mercy Ethos and Values

Compassion: *responding to vulnerability with care and concern*

Justice: *seeking fair and equitable outcomes for all*

Respect: *treating all whom we meet with joy and kindness*

Hospitality: *offering welcome and comfort*

Service: *dedicated to proclaiming God's love through word and deed*

Courage: *willing to speak up and speak out in response to injustice*

ROLE PURPOSE

The Director of Learning & Teaching has a key role in the implementation of the Colleges Strategic Plan Explicit Improvement Agenda, Goals and Key Strategies and is integral in setting the direction for students learning across all year levels ensuring every student's opportunities for success are maximized. Effective leadership of learning and teaching explicitly connects high quality teaching to student engagement, successful learning and positive student outcomes. The Director of Learning & Teaching leads and models best practice supporting the Curriculum team under his/her direction to develop teacher capacity having a growth mindset so that every student's learning, positions him or her for success.

The Director of Learning & Teaching will lead the team to ensure the teaching is directly linked to teaching and classroom pedagogies so that students and parents can articulate and understand the Colleges Learning and Teaching Framework and for staff to know 'this is what learning and teaching stands for at St Mary's College.' The Director of Learning & Teaching has a clear vision for Learning and Teaching and this will be evident through action, policy, aligned classroom practices, consistency of language, data analysis and tracking individual student performance and achievement.

The Colleges Learning levels: F-2 Stability and Consistency; 3-4 Confidence and Engagement; 5-6 Expanding Deep Learning, Becoming Independent; 7-8 Resilience and Exploration; 9-10 Encounter and Pathways provide the Director of Learning and Teaching a sound platform to extend on and consider future visions for curriculum in a 21st Century learning community incorporating the MACS Curriculum Renewal in a Catholic School – design elements.

ACCOUNTABILITY

Reports to: Principal, Deputy Principal Operations

Internal liaisons: POLs, staff and students.

External liaisons: Parents. MACS, external providers

CONDITIONS

Classification: Ongoing employment Status

Tenure: Three Year Position of Leadership

Time Allowance: POL 4

Appraisal: First; Second and Formal review in Third Year

POL Remuneration: as per *VCEMEA 2018*

Conditions: as per *VCEMEA 2018*

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

Position Description – Director, Learning & Teaching

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church’s teachings and the Catholic teacher’s role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church’s teachings into all aspects of curriculum • Understand the importance of nurturing a personal relationship with Christ
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-connected work
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation)
Skills/Attributes	<ul style="list-style-type: none"> • Progressive, reflective and visionary • Excellent communication and organisational skills with attention to detail • Ability to develop and maintain strong and effective working relationships • Leadership skills that lead to change management and achievement of strategic priorities • Highly developed interpersonal skills; ability to consult, negotiate and interact with a range of stakeholders • Ability to work as part of a team – highly relational • Outstanding oral and written communication skills, including the ability to communicate with children, parents and the College community • Self-motivated and confident with an ability to build capacity in others

STATEMENT OF DUTIES	
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • Be familiar with and comply to the College’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects College policies and values • Implement strategies which promote a healthy and positive learning environment • Demonstrate duty of care for student physical and mental wellbeing • Uphold the professional standards expected of a teacher
Key Responsibilities	<ul style="list-style-type: none"> • Work collaboratively with the Principal, Deputy Principal Operations and College Executive to implement a school pedagogical approach • Establish high expectations in pedagogy, assessment and reporting • Implement the delivery and evaluation of curriculum programs • Promote and model the use of student data to differentiate learning, monitor growth and provide accurate assessment

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Embed accountability procedures that build a performance and development culture • A high level of student expectations, constantly refining a culture of learning • Contribute to the strategic thinking, planning and delivery of the Improvement Plan • Attend all relevant staff meetings, assemblies, College Eucharists, community days and staff professional learning days • Demonstrate professional and collegial relationships • Member of the NCCD Team
Learning and Teaching Leadership	<p>Assessment & Reporting</p> <ul style="list-style-type: none"> • Ensure teachers employ effective ongoing assessment practices that inform student-centered learning & teaching • Foster collaborative practices around assessment that ensure shared understandings and a shared language around the expected standards and student performance and achievement • Coordinate NAPLAN testing in conjunction with the Literacy & Numeracy Coordinators • Coordinate Parent/Teacher/Student Interviews • Support the consistent application of the College’s assessment policies and ensure all teachers are familiar with the policies and procedures <p>Curriculum & Programming</p> <ul style="list-style-type: none"> • Ensure that common content is taught in all classes at each subject level • Oversee the development of curriculum, teaching and learning in primary and secondary ensuring provision for gifted students and students with diverse needs • Encourage student participation in subject competitions, co-curricular and other extension activities outside the College • Stimulate interest in subjects among the College community via subject weeks, Open Day displays, information sessions and other activities • Coordinate the subject selection process • Support teachers in Foundation to Year 6 to develop and work to achieve a shared vision for learning & teaching in line with the College Vision and Mission and School Improvement Framework • Support the development of effective collaboration by teachers to enhance the planning, implementation and evaluation of innovative and contemporary learning and teaching • Developing and implementing consistent and effective curriculum documentation across all faculties • Oversee a continuous cycle of review and renewal of integrated curriculum that is: <ul style="list-style-type: none"> ○ Compliant with ACARA and CEOM requirements ○ Contemporary, innovative and creative ○ Differentiated, catering for all students including gifted and students with diverse learning needs ○ A best practice approach to student learning ○ A progressive learning sequence from Prep to 6 • Setting the agenda for Secondary Learning & Teaching meetings • Collaborate with the Careers Practitioner to map a 7-10 Careers Program that is founded on CECV Frameworks • Develop a Gifted and Talented Policy and its implementation • Liaise with the Business Manager for Curriculum budgets

STATEMENT OF DUTIES

	<p>E learning & Student Data</p> <ul style="list-style-type: none"> • Work with the Leader Data Analyst and Information System Management to develop a scope and sequence of knowledge, skills, processes and ICT use that is implemented to ensure a culture of ethical, innovative and appropriate technology use in the College • Analyse available student data to review current teaching and learning practices • Liaise with the Leader Data Analyst and Information System Management and Deputy Principal Operations to maintain reporting templates, Learning Areas and Assessments within SIMON • Ensure that all curriculum and teaching programs are on SIMON • Update the College Website in relation to all areas of Learning and Teaching <p>Accountabilities</p> <ul style="list-style-type: none"> • Meet regularly individually and collectively with the Curriculum team and teachers. • Regular classroom visits and be a visible presence amongst students and staff • Oversee in consultation with the Executive, the Professional Learning for the College, with a focus on Learning & Teaching; differentiation to enable growth in a community informed by data. • Regularly collect and review work programs to monitor the learning and teaching programs in each core classroom and identify staff professional learning needs. • Ensure the Learning and Teaching Curriculum is followed; programs checked with feedback provided for teachers • Develop consistent classroom schema and practices across the learning stages so that students and teachers have aligned language, understandings and practices • Articulate high standards of accountability for Learning and Teaching team characterised by a highly effective team that is guided by the Annual Action Plan to provide appropriate professional development for best practice in learning and teaching • Attend Student Management Team meetings as required providing directed intention to ensure students do ‘not fall through the cracks’ and that there is documentation of each meeting to record meeting outcomes • Participate in PSG Meetings when required • Collaborate with the Parent Engagement and Partnerships Leader to actively engage parents in the Learning process
<p>Professional Development</p>	<ul style="list-style-type: none"> • Commit to attending professional development – lifelong learning • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal • Professional and collegial in relationships with others
<p>General and Administrative Duties</p>	<ul style="list-style-type: none"> • Comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Attend all relevant meetings and events including out of hours • Participate in supervision as rostered and other required supervision duties • Other duties as directed by the Principal and Deputy Principal.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- A demonstrated understanding of child safety and of appropriate behaviours when engaging with children.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Employees should:

- take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- follow established safe working procedures, instructions and rules;
- cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- not wilfully place at risk the health and safety of any other person in the workforce.

The St Mary's College policies, which include the Child Safety and Occupational Health and Safety policies, can be accessed via the College website: <https://www.smseymour.catholic.edu.au/>