

Position Description – Domain Leader

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| POL Level | POL 2 |
| Tenure | 1 year (Reappointment pending Performance Review) |
| Release Time | 5 periods of release per fortnight - FTE 1.00 |
| Reports to | Director, Learning and Teaching |

Position Overview

The Domain Leader has responsibility for leading their faculty in the secondary sector of St Mary's College. They will foster an energy and enthusiasm of the subject at every level and promote the faculty across the College. The faculty leader will work with the Director, Learning and Teaching to ensure high standards of teaching, learning and achievement, efficient use of resources and creative development of the specific curriculum area. The Domain Leader is responsible for the curriculum alignment, team communication and ensuring domain programs are registered.

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

Key Duties & Responsibilities

Leadership

- An active and loyal member of the College Leadership group.
- Be a supportive leader by presence in the classroom, playground and through parent engagement.
- Attend College Functions; Assemblies; Liturgies; P&F initiatives and as required.
- Contribute through word and action to the evangelizing mission of the Catholic Church.
- Build and articulate the Catholic Identity of St Mary's College.
- Demonstrate an understanding and ability to develop the whole person.

Pastoral Care and Child Safety

- 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.

Learning and Teaching

- An appropriate teaching load demonstrating skills as an accomplished teacher modelling best practice in the classroom.
- Promote excellence in teaching and learning to ensure that all students achieve their potential, regardless of starting point.
- Exemplify in own teaching practice high standards of curriculum delivery and content knowledge, and ensure that this practice is modelled and shared across the faculty.

- Engage all faculty members in the creation, consistent implementation and improvement of curriculum documents as stated in the VCE, VCE VM and Victorian Curriculum.
- Ensure that curriculum planning documents are used, reviewed and modified to enable continually high standards of learning and teaching across the faculty.
- Maintain accurate faculty documentation on the SIMON platform.
- Organise extra-curricular and educational enhancement activities related to the curriculum area.

Leadership and Management

- Lead the faculty, inducting, developing and motivating colleagues to ensure that they have clear expectations of their teaching roles, and that high standards are achieved and maintained.
- Encourage members of the faculty to develop their leadership potential and share new ideas.
- Regularly review faculty policy and practice to ensure that they are used effectively, as well as share good practice across faculties.
- Attend Faculty Leader meetings and professional development as relevant and promote the subject within the College.
- Lead PLT meetings, ensuring minutes are recorded and stored in SIMON.
- Liaise with the Learning Diversity leader to ensure that the faculty is effective in meeting the needs of all students in the cohort.
- Proactively identify the training and development needs of faculty colleagues, ensuring that colleagues are active in their own professional development to build faculty capacity and drive student progress.

Monitoring, Evaluation and Assessment

- Ensure that cohort and individual student progress is regularly assessed and recorded in SIMON to inform high quality teaching and communicate student achievement.
- Work with faculty members to use standardised data sets (NAPLAN, PAT) to inform teaching practices, potential groupings and analyse progress of students.
- Ensure that all Core Assessment Tasks (7-10) are marked and moderated according to a common mark scheme across the faculty.
- Ensure that information about students' prior achievement is used effectively to achieve good progress within the curriculum area.
- Use a variety of methods to monitor student progress and evaluate the impact of any improvement strategies on teaching and learning by working alongside faculty colleagues.
- Provide regular feedback to the Director, Learning and Teaching regarding cohort progress and achievement.
- Register the domain teaching programs.

General and Administrative Duties

- Consult with the College Accountant on the Domain budget.
- Provide advice on Domain data & analysis testing.
- In collaboration with the Deputy Principal Operations, Director, Learning and Teaching and Learning Diversity Leader, use data analysis engage to consider classes and programs to support cohorts who need further Domain support.
- In collaboration with the Transition Team provide support for transition assessment.
- Support team planning.
- Provide information for the College Website and Marian on Domain education.
- Participate in PSG Meetings when required.
- Attend and present at information evenings as required.

Professional Development

- Attend Learning & Teaching Team meetings and other meetings as required.
- Connect to regional Domain Network meetings.
- Professional Conversations with MACS Domain consultants.

Team Memberships

- Domain Team

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Commit to attending professional development – lifelong learning.
- Participate in performance appraisal.
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Other duties

- Demonstrate professional and collegiate relationships.
- Contribute to a healthy and safe work environment for self, others and comply with safe work policies and procedures.
- Be familiar and comply with the College's First Aid and Emergency procedures.
- Attend all relevant meetings, whole College events such as College assemblies, sports events, mass, community, faith days, and transition and information sessions, including out of hours.
- Participate in supervision as rostered and other required supervision duties.
- Other duties as directed by the Principal.