



Learning Development Leader Role Description

(2 positions)

POL 3

Time allowance: 11 x 60 minute periods per 10 day cycle

POL tenure: 3 years, with an accompanying ongoing, full-time teaching position

Position Description

The Learning Development Leaders have a key role in the implementation of the College's Learning and Teaching Program. They set the direction for student learning across all year levels ensuring every student's opportunities for growth is maximised.

Effective leadership of learning and teaching explicitly connects high-quality teaching to student engagement, successful learning and positive student outcomes. At Mount St. Joseph Girls' College, the Learning Development Leaders guide and support staff within learning teams to ensure they have the capacity to develop learning and teaching strategies to support student growth.

The Learning Development Leaders, in conjunction with Domain Leaders, will be responsible for selected domains. The Learning Development Leaders will model and encourage exemplary practice, pedagogy and strategies in a contemporary curriculum designed to meet the academic needs of all students.

Prerequisites

Commitment to Child Safety

- 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

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation)
- Qualifications in the area of Teaching and Learning or Curriculum is desirable

Responsibilities

Leadership

- Support the vision and mission of the Catholic learning and faith community of Mount St. Joseph Girls' College.
- As part of the College coaching and ARM process, facilitate a growth coaching conversation with teachers to develop appropriate goals.
- Participate in the College Middle Leaders Program in order to continue to build leadership capacity and growth.

Learning and Teaching

- Cultivate the learning culture of Mount St. Joseph Girls' College by modelling and embedding the principles of best practice in Learning and Teaching.
- Oversee the Learning and Teaching program to ensure each student's learning is personal, relevant, engaging and formative.
- Create an environment for curriculum and performance planning, change and review that connects each teacher to professional improvement within the Australian Professional Standards for Teachers Framework.
- Perform the duties required to effectively and efficiently manage and administer the Learning and Teaching program and in the context of the College as a whole.
- Assume special areas of responsibility in the Learning and Teaching program.
- Employ an evidence-informed approach to leading learning across the College, drawing on peer reviewed research and internally collected data.
- Develop a strong academic and learning culture.
- Initiate change and facilitate innovation in the area of pedagogy and curriculum to improve student outcomes, using evidence-based research in learning, thinking and teaching.
- Coach and model contemporary learning and teaching strategies in classrooms and at various staff meetings and forums.
- Provide guidance, support and mentoring to their Domain Leaders to help them develop their leadership capacity.
- Create opportunities for staff to develop skills in the use of ICT and online collaborative learning spaces to support student learning.
- Assist Domain Leaders to lead their domains in the planning, development, implementation and review of innovative and contemporary teaching and learning.
- Work with the Domain Leaders to ensure that assessment is grounded in authentic learning, and where all students experience growth.
- Work with the Deputy Principal Learning and Staff, Director of Pedagogy & Innovation, and Director of Learning Diversity in developing and delivering Professional Learning in the area of learning and teaching.
- Create opportunities for staff to develop skills in the use of collaborative learning spaces to improve student learning outcomes.
- In conjunction with Domain Leaders and under the direction of the Director of Learning Diversity, be involved in the development and implementation of literacy and numeracy strategies and programs.
- Collaborate with the Deputy Principal Learning and Staff and Director of Pedagogy & Innovation to oversee the assessment and reporting process.
- Review and implement programs that enhance and strengthen study skills.

Curriculum Development

- The Learning Development Leaders will ensure that the College curriculum at Years 7 to 12:
 - is comprehensive in its nature, developing progressively a broad range of skills, knowledge, understanding and interests;
 - has breadth and depth, providing for continuity and development of studies;
 - provides a balanced program for individual students and groups of students at the College;
 - fulfills all VCAA requirements in delivery of the Victorian Curriculum, VCE, VCAL and VET.

Administration

- Oversee the development of the learning module in Simon.
- Oversee the preparation and conduct of course selection process.
- Organise the production and dissemination of student semester reports including data analysis.
- Lead the organisation of Booklists and Study Planners.
- Oversee the compilation and distribution of the assessment timeline for each semester.
- In conjunction with Domain Leaders, administer the relevant domain budget.

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders in Catholic schools to provide faith leadership.
3. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.
4. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students.
5. The capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high-quality outcomes for all students.
6. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
7. Proven organisational skills and capacity to show initiative in working independently.
8. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes.