



## ROLE DESCRIPTION

Position Title	Learning Leader
Reports to	Deputy Principal / Director of Learning
Term of position	Fixed Term 3 Years– POL 2, 6ppc
Date   Edited by	October 2022   Principal

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the EREA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's College, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

### Position Summary

As an educational leader at St Mary's College, Learning Leaders share responsibility for the learning development of all students. This involves developing and implementing contemporary Learning Area curriculum. The role of Learning Leader involves the support and professional development of Learning Area staff, overall responsibility for development, maintenance and evaluation of that Learning Area curriculum, and the management of physical resources and budgets related to respective areas of the curriculum.

### Professional Conduct

- Being familiar and compliant with, and proactively supporting the implementation and communication of College Child Safe policies, procedures, measures and practices including, but not limited to, the Child Safeguarding (safety and Wellbeing) Policy and Procedures, Reportable Conduct Scheme, Mandatory Reporting, Child Safety Code of Conduct and the EREA Code of Conduct, and the timely completion of all required child safety training and other requirements.
- Actively contribute to the College Child Safe culture.
- Represent the College to students, parents, professional bodies and the wider community in a positive and professional manner.
- Demonstrate professional and collegial relationships with colleagues.
- Support the Director of Identity in the faith formation and spiritual development of international students.
- Demonstrate a duty of care to students.
- Handle personal and/or confidential information in an appropriate manner in accordance with College policy and procedures.

## **Key Responsibilities**

### Learning and Teaching Program

- Ensuring that learning and teaching programs are carefully prepared and documented, are inclusive of gender and ability, and values the interests and characteristics of all students.
- In collaboration with Learning Area staff, establish educative and engaging learning activities, outcomes and assessments including the use of ICT, that are consistent with the overall contemporary vision of the College.
- In Consultation with the Deputy Principal, Director of Learning and Teaching and Director of Staff, oversee the organisation of excursions, incursions and visiting staff.
- Oversee subject selection descriptions, requirements for entry to subjects, booklists and subject levies.
- Collate and approve all Learning Area course documentation in accordance with respective authorities – such as CECV, VCAA, VRQA and / or school-based policies – and submit them to Director of Learning and Teaching.
- Proactively monitor and support students and staff in the Learning Area.
- Liaise closely with the Deputy Principal and Director of Learning and Teaching to establish key strategies and agendas for learning.
- With the Deputy Principal and Director of Learning and Teaching, ensure the provision of a balanced, up to date curriculum provision relevant to girls' and boys' needs.
- With the Deputy Principal and Director of Learning and Teaching, develop and evaluate contemporary pedagogies to enhance student learning.
- Review curriculum documentation annually and update on College Learning Management System.

### Reporting and Assessment

- In consultation with Learning Area staff and the Director of Learning and Teaching, ensure **formative and summative** assessment requirements are developed and met.
- In consultation with the Director of Learning and Teaching, supervising the design, preparation and availability of subject reports in the Learning Area.
- Manage departmental exams.

### Staff

- Overseeing induction and support of new staff within the Learning Area.
- Providing effective care and professional support for staff in the Learning Area.
- Supervising any Learning Area School Officers.

### Professional Learning

- Implementing and fostering a collaborative team approach to Learning Area program development and staff education and development.

- In consultation with the Deputy Principal and Director of Learning and Teaching, convening Professional Development for staff within the Learning Area.
- Maintaining an appropriate level of professional reading to support evidence-based practices within the College
- Commit to and engage with subject associations, and foster this connection amongst all members of the learning area.
- Establish Learning Area Professional Learning Goals that are reflective of the Whole School Professional Learning Priorities.
- Analyzing data that assists Learning Area staff to enhance student performance and learning and teaching program effectiveness.

#### Teaching Allocations

- Consulting with the Deputy Principal, Director of Staff and Director of Learning and Teaching regarding proposed teaching allotments to determine staffing needs within the Learning Area.

#### Leadership

- Attending all designated Learning Leaders meetings and where appropriate share issues and information with Learning Area members.
- Managing issues arising in the Learning Area; coordinating all Learning Area activities and seeking support, advice and guidance when appropriate.
- Ensuring that regular meetings of the Learning Area are held.
- Meeting with the Director of Learning and Teaching at least twice per semester.
- Conducting meetings of staff members in the learning area on the learning and welfare of students, effective teaching and learning pedagogies.
- Maintaining an up to date knowledge of relevant educational literature.

#### Budgets and Resources

- In consultation with the Business Manager, coordinating the preparation of the Learning Area's annual budget and submitting the budget to the College Business Manager within the required timelines.
- Overseeing the expenditure of all monies and maintaining appropriate expenditure records.
- Liaising with appropriate Learning Area staff and other staff to maintain Learning Area resources, ICT resources and expendable items

#### Learning Area Specific Duties

- Contribute to the College Newsletter when appropriate.
- Liaise with Learning Area staff in the production of articles to the College yearbook.

Undertaking any other duties as requested by the Principal, Deputy Principal and the Director of Learning Development that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018* (VCEMEA).

## **Support Staff**

The Learning Leader will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Director of Learning Development
- Director of Staff
- CBC teaching staff