



## ROLE DESCRIPTION

Position Title	Director of Learning and Teaching
Reports to	Deputy Principal
Basis of Employment	Fixed-Term - 3 years, POL4, 20ppc
Date   Edited by	December 2023   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

The role of the Director of Learning and Teaching is to work in partnership with the Principal and Deputy Principal to develop and enhance the academic culture and student outcomes at St Mary's. This includes learning program evaluation, development and administration, the mentoring and support of teachers and Learning Leaders, and working collaboratively with parents and students to achieve an outcome for each individual student that best meets their needs. The Director of Learning and Teaching supports the Principal in enacting the strategic priorities of the College Strategic Plan.

### 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 Protection and Child Safety Policy, Reportable Conduct Scheme, Mandatory Reporting, Staff and Student Professional Boundaries Policy, the St Mary's College 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.

### As a member of the Leadership Team

- Publicly exhibit support of the Leadership Team of the College.
- Support the directions and decisions of the Leadership Team and the St. Mary's College Strategic Plan.
- Provide opportunities for staff input into Leadership Team considerations and provide appropriate and comprehensive feedback to staff on such matters.
- Represent the Leadership Team in forums external to the College.
- Liaise effectively and consistently with the Principal regarding issues relating to the leadership of the College.

- Model a leadership style and approach which reflects and supports the culture of leadership articulated by the Principal.
- Attend a broad range of College functions and meetings as necessary.
- Contribute to the development of policy and procedures as required.

## Key Responsibilities

### Professional Development

- Demonstrating a commitment to ongoing professional development and fostering a culture of professional learning among teachers and the learning leaders.
- Proactively researching areas of interest relevant to the role and directions provided in the College strategic plan.
- Identify learning and teaching priority areas and implement key initiatives through the College's Professional Learning Communities (PLC).
- Participating in the staff annual review process.
- Attend and lead College meetings, staff professional development and faith development sessions.

### Learning and Policy Leadership

- In collaboration with the Deputy Principal, establish key strategies and agendas for the development of learning and teaching in the College.
- Leading policy development where required.
- Maintaining an up-to-date knowledge of relevant educational literature.
- In collaboration with the Deputy Principal, ensuring the provision, documentation and delivery of a comprehensive and compliant curriculum that is relevant to the diverse needs and stated areas of priority of the College.
- In collaboration with the Deputy Principal, develop and evaluate contemporary pedagogies that enhance student learning.

### Specific responsibilities of the role

- In collaboration with the Deputy Principal, establish and implement the learning and teaching framework and the learning agendas for the College.
- Improving learning outcomes by conducting regular Learning Leaders meetings that have a focus on learning and teaching improvement and growth.
- Developing the leadership capacity of the Learning Leader team.
- Developing processes and programs that improve teacher efficacy that align with the College's Professional Learning Priorities.
- Have oversight of the Year 9 and Year 7 Pastoral Leader in the administering of NAPLAN.
- In collaboration with the appropriate Year Level Pastoral Leader and VCE coordinator, have oversight of internal and external (VCAA) Exams.
- In collaboration with the Deputy Principal organise and oversee learning associated processes such as:
  - student assessment and reporting
  - subject selection
  - parent information sessions
  - academic awards
  - data review and associated interventions with staff and students
  - NCCD data collection, In collaboration with the Learning Diversity Leader
  - Administering PAT Testing
  - Leading the process of subject changes, In collaboration with the College Timetabler

### Staff Professional Growth and Development

- With the Principal and Deputy Principal, establishing professional learning agendas.
- Have oversight of the learning and teaching elements of the College Learning Management System.

### **Other Duties:**

- Member of Critical Incident Management Team

Undertaking any other duties as requested by the Principal and Deputy Principal and the College Business Manager that are consistent with the *Catholic Education Multi Employer Agreement 2022* (CEMEA).

### **Support Staff**

The Director of Learning and Teaching will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Learning Leaders
- Learning Diversity Leader
- College Leadership Team
- St Mary's College teaching staff