



## SACRED HEART GIRLS' COLLEGE

### ROLE DESCRIPTION

#### LEARNING LEADER

**Sacred Heart Girls' College is a school within the Catholic ethos, educating young women for life and always striving upwards for excellence in learning and growth of faith. We are committed to providing a safe and secure environment which enables the development of strong, articulate women, faithful to Gospel values, with respect for themselves and compassion for others - discerning, confident, prepared and willing to embrace life's challenges.**

Learning Leaders hold a significant position of leadership within the College and as such are expected to commit to the vision and values of the College and carry out leadership that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the Annual Action Plan. Learning Leaders are appointed by the Principal and are responsible to the Deputy Principal Learning and Teaching for both strategic and practical aspects of curriculum and Learning and teaching from Years 7 to 12.

Learning Leaders must display a passion for learning, be excellent classroom teachers, model innovative and inspiring classroom practices and be well versed in contemporary educational pedagogy. He/she must develop and implement evidence based pedagogical and assessment approaches that are both responsive to best practice and improve student learning outcomes. As well as lead the development of learning programs that are academically rigorous, challenging and engaging. The Learning Leader will provide cultural, educational, human and technical leadership to the College.

### ROLE RESPONSIBILITIES

#### CULTURAL LEADERSHIP

- Provide students with a child-safe environment
- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Where appropriate, share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community
- Foster a positive learning culture within the team that is compatible with the College ethos and expectations
- Actively and publicly advocate for their Learning area

#### Specific duties

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Support members of the College Leadership Team in working with the College community in implementing the Strategic Plan and the Annual Action Plan
- Regularly report to the Deputy Principal Learning and Teaching on matters relating to learning and teaching in their Learning area
- Produce content on learning and teaching, including showcasing student performance for various College forums, publications, reports, online platforms

- Write an annual report for the College publication *Cordis*
- Work with the Deputy Principals in relation to the organisation of relevant activities and events that occur at the whole school and year levels within and outside school hours

## **EDUCATIONAL LEADERSHIP**

- Develop a vision for exemplary practice and student engagement informed by the College Strategic Plan.
- Implement and/or oversee innovative learning and teaching and learning programs that ensure improved learning outcomes for every student that are personal, relevant, engaging and formative
- Have a thorough knowledge of contemporary best practice approaches to learning and teaching including awareness of innovations in pedagogy and technologies influencing the learning landscape for girls' education
- Demonstrate passion, expertise and excellence in teaching in the curriculum area
- 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 (APST) Framework

### **Specific duties**

- Set and share with the Deputy Principal Learning and Teaching, annual goals for the learning and teaching program centred on best practice and successful student outcomes, and plan how the goals will be successfully achieved
- Demonstrate exemplary practice and high expectations, leading colleagues to encourage students to pursue challenging learning goals and take responsibility for their learning
- Support teachers to ensure the delivery and documentation of relevant and differentiated courses appropriate for each year level and student
- Ensure student performance data is appropriately analysed and used to inform the learning and teaching program
- Collaborate with the Learning Diversity staff, Literacy and Numeracy Co-ordinators to ensure particular student needs are met and opportunities for students are provided beyond the curriculum – internally and externally
- Liaise with Deputy Principal Student Wellbeing, Year Level Leaders and Counsellors on students at risk, and collaborate on support strategies
- Actively contribute to Learning Leaders' meetings
- Facilitate regular and well-structured team meetings that ensure professional dialogue around student learning, professional practice and curriculum quality
- Support colleagues to ensure College expectations in the classrooms are met
- Undertake regular reviews of learning and teaching practices and programs including assessment using multiple sources of evidence, data and feedback
- Work with the Deputy Principal Learning and Teaching on the subject selection process including giving advice to students
- Maintain up-to-date knowledge of curriculum initiatives and directions, learning and assessment policies and procedures as interpreted and implemented by the College, VCAA, ACARA, CEM and CECV
- Encourage student participation in curriculum related activities within and beyond the school
- Attend Leadership formation days scheduled by the College and identified on the annual calendar

## **HUMAN LEADERSHIP**

- Capacity to reflect on one's own leadership performance and style
- Demonstrate excellent interpersonal skills and facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student learning needs in a variety of settings
- Reflect with colleagues on the successes of a culture that connects high levels of engagement and high expectations with student responsibility for their learning
- Encourage and build leadership capacity of members of the team

- Inform and invite comment from colleagues, parents and students about the educational direction, curriculum issues and reporting and accountability processes
- Identify, initiate and build on opportunities that engage parents/guardians in both the progress of their children’s learning and in the educational priorities of the College
- Implement innovative, inclusive programs that are responsive to student, parents and community needs
- Encourage student voice as part of the learning and teaching program

**Specific duties**

- Set annual goals with colleagues that connect them to improvement within the APST Framework
- Advocate for, participate in and lead high quality professional learning opportunities for colleagues that focus on improved professional practice and student learning
- Lead the resolution of issues and concerns relating to curriculum and pedagogy and facilitate informed decisions with individuals and teams
- Support subject teachers to fulfil their responsibilities and the College expectations with respect to learning and teaching
- Keep staff informed about relevant decisions and issues
- Support subject teachers to ensure classrooms are safe learning environments
- Liaise with parents as required on matters relating to learning and teaching in the Learning area
- Liaise with the Deputy Principal Learning and Teaching on the allocation of teaching loads

**TECHNICAL AND ORGANISATIONAL LEADERSHIP**

- Demonstrate high levels of organisational and administrative skills
- Maintain records in accordance with College policy and practices
- Plan, develop, organise and co-ordinate programs and processes relating to the curriculum, learning and teaching
- Liaise closely with all relevant persons in ensuring student learning outcomes are met

**Specific duties**

- Manage timelines, multiple deadlines and meticulous when completing tasks
- Generate professional learning opportunities for staff by, circulating professional reading, promoting involvement in professional associations, encouraging attendance at applicable conferences, seminars or workshops
- Initiate the review and update of curriculum documentation
- Oversee the planning, organisation and running of excursions and co-curricular activities such as Learning area weeks, competitions and displays
- Manage the Learning area resources which will include budget, equipment and rooms where appropriate
- Maintain accurate and accessible records in accordance with College policy and practices
- Record, publish and retain agendas and minutes of Learning area meetings
- Assist in the updating of handbooks, booklists and other related materials
- Oversee the accuracy and appropriateness of semester report templates
- Oversee the writing and copying of exams

Other duties as required by and negotiated with the Principal and/or Deputy Principal Learning and Teaching.

<b>Reports to</b>	Deputy Principal Learning and Teaching
<b>Internal Liaisons</b>	Leadership Team, Deputy Principal Student Wellbeing, Learning Diversity Leader, Year Level Leaders, Counsellors, Staff and Students,
<b>External Liaisons</b>	AITSL, VCAA, ACARA, CEM, CECV, relevant Professional Associations
<b>Conditions</b>	POL Level 3, Time release: 11 periods per cycle
<b>Appointment Time</b>	4 years