

MacKillop College

Director of Learning



Position Description

Department	Learning and Teaching
Classification (CEMEA 2022)	Teacher, aligned to years of experience
Position of Leadership Allowance	POL 4 + 600 minutes release time
Position reports to	Deputy Principal: Learning and Teaching

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as life-long learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness to the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

The Director of Learning plays a pivotal role in leading and promoting a contemporary and consistent approach to learning and teaching pedagogy across the College. In this role you will influence, guide and mentor Teachers in the development, implementation and evaluation of curriculum and educational resources in accordance with the MacKillop College learning goals and educational strategies.

This position of leadership will work in collaboration with other Directors of Learning, Learning Area Leaders, and Teachers, who together will cultivate a culture of professional relationships, and a commitment to excellence in pedagogy, and a vision for innovation and continuous improvement.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies which promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Curriculum and Assessment

- lead the development, implementation and evaluation of curriculum, learning resources and assessment tools
 - ensure that the curriculum and assessment align to the strategic goals and compliance requirements for Melbourne Archdiocese Catholic Schools (MACS), and the Victorian Curriculum and Assessment Authority (VCAA)
 - ensure the curriculum provides for all learners including differentiation for extension (telescope), EAL students, and students with an identified learning need
 - ensure that curriculum and resources are available to all teachers and uploaded onto the relevant platform (preferably a common and single platform)
 - oversee curriculum with Learning Area Leaders and teachers to ensure it is ordered into a coherent and sequential program of engaging learning activities
 - ensure student reporting is aligned with the requirements of the Victorian Curriculum and Assessment Authority (VCAA) and Melbourne Archdiocese Catholic Schools (MACS)
 - oversee implementation and evaluation of individualised learning plans for students
 - oversee the change management for adopted learning and teaching initiatives
 - lead innovation in curriculum ensuring that it remains contemporary and utilises a variety in pedagogical practice
 - contribute to the development, implementation and evaluation of College policies and practices relating to curriculum, assessment and reporting
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Leadership of Educators

- support and facilitate Learning Area Leaders collaboration about learning and teaching practices (pedagogy)
 - ensure teacher collaboration across learning areas is effective and focused on enhancing student learning outcomes and the sharing of resources
 - lead discussion with Teachers to assist with the delivery of high-quality teacher instruction
 - build the capacity of Teachers to read and interpret student data
 - ensure teachers review and reflect on student feedback to improve their engagement with students
 - actively mentor staff in pedagogical instruction and provide appropriate support as required
 - in consultation with the Directors of Wellbeing, support teachers in the implementation of restorative processes for students
 - assist Teachers to establish clear learning intentions, reveal success criteria and achievable learning goals for every student/class
 - assess individual student literacy and numeracy levels in formative and summative assessments tasks that accurately reflect student learning
 - monitor student engagement in learning and maintain records of their learning progress
 - use data to inform and adjust teaching as required
 - ensure that Teachers maintain accurate records in the College student learning management system
 - ensure Teachers are promoting positive, respectful and encouraging relationships in the classroom
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Leadership

- model exemplary classroom practice
 - set appropriate goals and targets for learning and teaching, aligned to the College Improvement Plan
 - maintain currency of knowledge in learning and teaching pedagogy, evidence-based practice, and emerging research
 - use data in a continuous and analytical way to evaluate the effectiveness of learning and teaching strategies
 - make recommendations to the Deputy Principal: Learning and Teaching on new and emerging learning innovations to be considered/trialled at the College
 - provide relevant and requested data and analysis to the College Leadership Team on learning and teaching
 - assist with the investigation, communication and remedying of concerns from families relating to learning and teaching
 - overseeing the planning and facilitation of exams e.g., Year Level, NAPLAN and PAT
 - promote, support and assist with the collection of student data to support NCCD
 - oversee the construction and completion of semester reports for students
 - ensure that learning and teaching tasks and projects are delegated and distributed fairly
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- ensure that all Teachers are making a valuable contribution to collaboration and development of the curriculum and resources
 - interview prospective students and staff for the College
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Collaboration

- lead and participate in collaborative discussions on the development, implementation and evaluation of curriculum, learning resources, experiences and outcomes
 - lead the collaboration for Learning Area Leaders with an agenda focused on pedagogy and learning outcomes
 - consult and collaborate regularly with the Directors of Wellbeing, Directors of Catholic Identity and Directors of Learning Diversity to build relationships and interdisciplinary collaboration
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Communication

- oversee and ensure that regular and meaningful feedback is provided to students by Teachers
 - oversee the effectiveness of the partnership between Teachers and Learning Support Officers in the classroom
 - ensure that Teachers are well prepared to participate in student progress interviews
 - establish processes to communicate and connect with families to empower and engage with them to be partners in their child's learning
 - oversee and ensure that marking, assessment and feedback is provided in a professional and timely manner
 - oversee and ensure that Teachers provide written reports for students and families
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Professional Development

- in consultation with the Deputy Principal: Learning and Teaching, identify priorities for the professional development of all Educators
 - support teacher participation and suggest relevant content for staff professional development days
 - participate in professional development including conferences, seminars and workshops
 - encourage Teachers to engage with the Instructional Coaches
 - provide feedback as part of the Teacher appraisal process including Annual Review Meetings
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General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education
 - act as a role model for students
 - Adhere to the MACS Code of Conduct
 - actively contribute to the achievement of the School Improvement Plan
 - stay informed by reading Principal Memo, all College emails and other correspondence on at least a weekly basis and respond appropriately
 - abide by all College policies and procedures
 - work collaboratively and build effective working relationships
 - ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
 - model a professional approach for all staff and students, including conduct, language, and professional dress
 - attend all relevant school meetings, functions, events, liturgies, open days, staff faith, professional development as required by the Principal
 - observe the strictest confidentiality for all sensitive and private information
 - participate in duty supervision as rostered and other supervision duties as required
 - actively contribute to the care of all College facilities, grounds, equipment and resources
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Work Health and Safety

- take reasonable care of your own health and safety
 - take reasonable care for the health and safety of others who may be affected by their acts or omissions
 - cooperate with any actions MacKillop College implements to comply with WHS requirements
 - comply with all Safe Working Procedures
 - use appropriate Personal Protective Equipment (PPE) as required
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- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on their ability to perform their duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.)
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Meet the Professional Standards for Teachers	<ul style="list-style-type: none"> • fulfil and adhere to the professional standards for Teachers as outlined by the Australian Institute for Teaching and School Leadership (AITSL) • adhere to the AITSL Codes of Conduct and Ethics
Leadership	<ul style="list-style-type: none"> • experience in coaching, mentoring and supporting educators • demonstrated experience in instructional leadership • ability to lead collaboration across a group of Learning Area Leaders • ability to lead the implementation of curriculum and change management • excellent understanding of current evidence-based teaching practices and pedagogies • experience in data analysis and the use of data to inform practice • a deep understanding of curriculum development and contemporary pedagogy
Duty of Care	<ul style="list-style-type: none"> • complete annual Child Protection and Mandatory reporting training • must maintain currency qualifications in: <ul style="list-style-type: none"> – First Aid and CPR – Mandatory reporting – Anaphylaxis management – Asthma management
Emotional intelligence	<ul style="list-style-type: none"> • a demonstrated understanding of social, and emotional issues connected to student life
Communication	<ul style="list-style-type: none"> • excellent written and oral communication skills, including ability to communicate with students, families and the school community • excellent interpersonal and communication skills
Organisation	<ul style="list-style-type: none"> • ability to manage tasks with minimal supervision • capacity to work to timelines • demonstrated organisational skills including strong attention to detail • proven time-management skills • exhibited self-motivation
Contemporary Teaching	<ul style="list-style-type: none"> • use of diverse teaching techniques to engage students in learning • experience with creating a variety educational resources • use of technologies associated with the methodologies taught • contemporary knowledge of the subject matters being taught
Approachable	<ul style="list-style-type: none"> • a demonstrated ability to foster a welcoming and calm learning environment that promotes positive behaviour
Teamwork	<ul style="list-style-type: none"> • ability to work as part of a team • ability to collaborate with other staff to develop and share teaching resources • ability to develop and maintain excellent working relationships with key stakeholders.

Catholic Identity

- a demonstrated commitment to working in a Catholic Education environment
 - demonstrated pastoral approach towards student and staff relationships
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Qualifications, Education and Experience

Essential

- Post Graduate Teaching qualification
 - Current Victorian Institute of Teaching (VIT) registration
 - Experience in inquiry-based learning and or Project Based Learning
 - Ability to analyse student learning data to improve outcomes
 - Excellent understanding of the learning and teaching pedagogy associated with the Victorian Curriculum
 - Demonstrated experience in contemporary learning technologies
 - A commitment to teaching in Catholic School environment
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Desirable

- Demonstrated experience in leading education
 - Accreditation to Teach in a Catholic School
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____