

POSITION DESCRIPTION

Head of Learning

POSITION	Head of Learning
RESPONSIBLE TO	Deputy Principal Learning and Teaching
CLASSIFICATION	POL 3
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal Deputy Principal Learning and Teaching
ISSUE: 05	DATE: July 2020

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

In consultation with the Deputy Principal Learning and Teaching and other members of the Leadership Team, Heads of Learning are responsible for leading faculty staff - both teaching and non-teaching, in increasing student learning in the context of a learning focused school.

Heads of Learning foster a sense of unity, growth and development within a faculty and work closely with subject teachers, to develop a team and collaborative approach, to implement and enhance the learning and teaching program. They are responsible for ensuring that faculty resources, talents and facilities are used effectively to bring about continuous improvement in students' learning and to achieve the curriculum aims and goals of the College.

Heads of Learning hold a significant position of leadership within the College and as such, commit to the vision and values of the College as articulated in the College Mission Statement and College Strategic Plan.

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1. College Leadership

- 1.1. Work with the Principal and Deputy Principal Learning and Teaching to actively and publicly promote the Catholic and Dominican ethos of the College
- 1.2. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- 1.3. Embed high expectations of staff and students in the pursuit of excellence
- 1.4. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- 1.5. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- 1.6. Liaise with parents as appropriate, in relation to faculty specific curriculum and learning and teaching matters
- 1.7. Encourage student participation in curriculum related activities within and beyond the College
- 1.8. Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning

2. Educational Leadership

- 2.1. Work collaboratively with the Deputy Principal Learning and Teaching, the College Leadership Team and the Heads of Learning Team to identify strategic learning and teaching priorities for the College and for the faculty
 - 2.2. Work collaboratively with the Deputy Principal Learning and Teaching, and members of the Heads of Learning Team to foster a culture committed to continuous improvement to enhance the learning opportunities for students
 - 2.3. Work with faculty teams to develop and implement an annual learning improvement plan for the faculty. Promote professional dialogue, reflective practice and collaboration centred around the learning improvement plan
 - 2.4. Lead faculty teams with the support of Leaders of Pedagogy to achieve best practice relating to the design and implementation of the curriculum, learning and teaching, assessment and reporting
 - 2.5. Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting
 - 2.6. Engage in ongoing personal professional learning to support College priorities, the implementation of the College's Strategic Plan, and to enhance leadership skills
 - 2.7. Support the Director of Learning and Innovation and the Leaders of Pedagogy in the implementation of action research projects to enhance learning and teaching
 - 2.8. Support the Leaders of Pedagogy with the integration of information and communication technologies to enhance learning and teaching
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- 2.9. Support the Leaders of Pedagogy in the use of data to inform teaching and learning practices. Work collaboratively with VCE faculty staff in the analysis of VCE data
- 2.10. Represent the College in appropriate regional networks and outside organisations and circulate resources and relevant material as appropriate
- 2.11. Support and promote the development of programs and initiatives for highly able and gifted students

3. Leadership of Staff

- 3.1. Demonstrate excellent interpersonal skills and the capacity for effective communication
- 3.2. Lead faculty meetings which focus on learning (student learning, professional learning, professional dialogue and sharing of practice). Circulate agenda and minutes to the Principal, Deputy Principal Learning and Teaching and faculty members
- 3.3. Work collaboratively with faculty staff to develop effective learning teams that foster a climate conducive to professional discourse and collaboration utilising contemporary educational research, issues, trends, and practices
- 3.4. Support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met and follow up with staff if concerns arise
- 3.5. Lead Subject Teams and individuals to ensure that courses of study are implemented effectively and that learning and teaching resources are updated on a regular basis on Siena Central
- 3.6. Lead Subject Teams and individual teachers in the development and implementation of faculty assessment, including the preparation of examination papers
- 3.7. Encourage professional learning for members of the faculty
- 3.8. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- 3.9. Supervise the daily and long term duties of school officers (eg. Laboratory Technicians, Art Technician, Language Assistants) where applicable
- 3.10. Mentor new staff in the faculty and support them in their transition into the faculty/College
- 3.11. Assist the Principal with the recruitment of new staff in the faculty

4. Management and Administration

- 4.1. In collaboration with the Deputy Principal Learning and Teaching, oversee faculty course development, documentation, implementation and annual review. Ensure that courses are consistent with DEET, CEO, VCAA and College policies
 - 4.2. Coordinate Learning and Teaching Proposals for the faculty
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- 4.3. In collaboration with the Deputy Principal Learning and Teaching and Subject Selection Coordinator, coordinate the publication and dissemination of subject information, including at the Senior Pathways Evening
- 4.4. Promote the faculty through the College newsletter, Spirit of Siena, College Yearbook and other publications as appropriate. Set up displays for events such as Open Evening and Learning Displays, that showcase students' learning
- 4.5. Develop and administer the annual faculty budget in collaboration with the Deputy Principal Learning and Teaching and College Business Manager. In consultation with subject teachers, compile booklists within the subject area
- 4.6. Oversee the day-to-day organization of the faculty and faculty events, including the ordering of resources; repair, maintenance and security of equipment, and the provision of work to cover absent teachers
- 4.7. Undertake other tasks as requested by the Principal and Deputy Principal Learning and Teaching

5. General accountabilities for all Staff

- 5.1. Demonstrate duty of care to students in relation to their wellbeing
- 5.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 5.3. Adhere to the College's professional dress code for staff
- 5.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 5.5. Demonstrate professional and collegial relationships with colleagues
- 5.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 5.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.9. Be familiar with and comply with all College policies and procedures

KEY SELECTION CRITERIA

1. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in learning and teaching
 2. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
 3. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
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4. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching
5. Demonstrated commitment to ongoing professional learning

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed

The Head of Learning is appointed for a three year period and has a time allowance of 11 periods

A performance appraisal will be conducted midway through the period of tenure