



Caroline Chisholm Catholic College

Position Description – Head of Learning: English

POSITION CLASSIFICATION:

Teacher: Position of Leadership Level 2

REPORTS TO:

Deputy Principal of Learning and Teaching

The Head of Learning is responsible for strategic and instructional leadership and management of the staff within their learning area. This leader plays a key role in supporting subject teachers, and fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the area of learning. In essence this person is a leader in learning excellence.

A leader appointed to this position will work closely with the Director of Curriculum, Deputy Principal (Learning and Teaching) and other Heads of Learning to develop and implement learning and teaching programmes and policies and its established policies and procedures. The Catholic values of the College must always be at the forefront of planning, leading within the learning area.

Vision and Mission

Caroline Chisholm Catholic College is committed to educate and prepare our students to be the best they are called to be in a faith-filled and inclusive community. We strive to be leaders in learning excellence in our community by incorporating:

- Victorian Institute of Teaching ([Standards of Professional Practice](#) and [Code of Ethics](#))
- Australian Institute for Teaching and School Leadership (AITSL) [Standards](#)
- Victorian Catholic Education Multi Employer Agreement 2018 ([VCEMEA 2018](#)).
- Catholic Education Commission Victoria ([Accreditation to Teach in a Catholic School](#))

It is expected that all staff of Caroline Chisholm Catholic College endeavour to uphold the College mission statement and live out its vision.

Leadership

At Caroline Chisholm Catholic College, leaders are expected to demonstrate skills and a personal commitment to improvement in all areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes.

The College is committed to a positive and reflective culture, as such, the College supports and implements a growth coaching programme for all staff. All staff are expected to be supportive of the distributive leadership model informed by Growth Coaching.

Learner Mentor Programme

The Learner Mentor guides students and supports them to attain and develop a useful set of learning behaviours, they monitor both the academic and pastoral wellbeing progress of students. All teaching staff are expected to participate in the Learner Mentor Programme.

Professional Responsibilities

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a Position of Leadership Level 2, teachers should be at a 'Highly Accomplished' or working towards 'Lead' career stage. These Teachers are expected to:

- Support colleagues in the development of teaching strategies using expert and community knowledge to address the learning strengths and meet the needs of students from diverse backgrounds
- Lead initiatives that demonstrate exemplary knowledge of content and teaching strategies to develop and implement engaging learning and teaching programmes
- Develop a culture of high expectations for all students through modelling and setting challenging learning goals in all aspects of their education and beyond
- Model effective practice and develop productive and inclusive learning environments that engage and support all students
- Work with colleagues to construct accurate, informative and timely reports to meet the needs of students, parents/carers and colleagues
- Select from an effective range of targeted feedback based on informed and timely judgements of each student's current needs in order to progress learning.

Duties:

Specifically, duties include;

Strategic Leadership:

- Develop a vision and goals for advancement of the Learning area, in consultation with the Director of Curriculum and the Deputy Principal (Learning and Teaching) and lead others in achieving these goals
- Engage in the use of student reference data to discuss the College and learning area programmes, their impact on student learning and methods of improving student learning outcomes
- Promote a team culture with a focus on quality teaching and learning.

Learning and Teaching:

- Work collaboratively with the Director of Curriculum in the implementation of curriculum review and mapping processes, including the prioritisation and monitoring of course development work and allocation of course convenors
 - Oversee the work of course convenors, learning teams and teachers in their specific area, including VET and VCAL
 - Oversee the development of course outlines, assessment tools and Course Guide content by course convenors and subject teachers
 - Oversee the effective use of Compass as a learning and assessment and tool for communication
 - Work in cooperation with subject teachers regarding overseeing co-curricular activities related to the Learning Area
 - Oversee teacher recommendations for student academic awards
 - Look for opportunity to encourage and acknowledge student academic success
 - Contribute to transition activities such as student assemblies and Parent Information Nights
 - Communicate with staff on issues and concerns about individual student progress and assist in the development of interventions to promote student success
 - Collaborate with the Information Services Coordinator and the Deputy Principal (Learning and Teaching) to include some contemporary learning resources and contribute to the college resources booklists
 - Contribute to planning and employment of staff for the Learning area in consultation with the Principal
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- Oversees the duties and work of the Technician(s)/Assistant(s) if applicable to Learning Area
 - Be an active member of the Learning and Teaching Team
 - Work collaboratively with subject teachers and the Additional Needs Coordinator to ensure that all students are catered for in learning area programmes.

Any other responsibilities specific to English Learning Area.

Professional Learning:

- Make recommendations to the Director of Professional Learning for appropriate opportunities in relation to the College-based PL days, and for individual staff, considering the College and Learning Area Strategic Plans
- Work in cooperation with Director of Professional Learning to support and build coaching culture with a goal of improving classroom practice and their professional development
- Work in cooperation with Director of Professional Learning to actively guide and lead Professional Learning Teams focused on improving student outcomes

College Culture:

- Participates in the College planning and policy development and responds to their own professional needs
- Maintains effective relationships with staff through cooperation with and supporting colleagues
- Works positively with parents and families to encourage learning in a safe environment
- Presents a professional manner in appearance, communication and behaviour
- Fulfils all conditions of employment, including punctuality of duties, administration tasks, meetings
- Attends and supports the College activities such as Open Day, Information Nights, Performances, Camps and staff professional learning or conferences, as required. From time to time these may occur outside normal working hours.

Budget and Resourcing:

Budgeting and resource procurement responsibilities involve overseeing the development and maintenance of student resources related to learning and teaching programmes within the Learning Area. This involves purchasing, maintaining and developing resources for the Learning Area.

Green Procurements choices must be made in line with the College's policies and guidelines and all services must meet relevant child safety requirements and OHS procedures.

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- Strives to be a leader in Learning Excellence and has a vision for the role with the ability to reflect on one's leadership performance and style
 - An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
 - The capacity to work flexibly and creatively within a collaborative decision-making structure
 - Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
 - A sound grasp of current educational thought and practice specifically in the context of the role
 - Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
 - Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
 - Holds a current registration with the Victorian Institute of Teaching
 - Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
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Terms & Conditions

Terms & Conditions of employment are as per the Victoria Catholic Education Multi Enterprise Agreement 2018 (VCEMEA).

This position will attract a Position of Leadership Level 2 and will attract a time allowance commensurate with the role.

This position will undergo a performance review during the tenure period.

Child Safe School

Caroline Chisholm Catholic College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. The College has established, implemented and continuously reviews and improves our Child Protection Program in accordance with Ministerial Order No.1359 and the National Principles for a Child Safe organisation.

For further information on our Child Safety Code of Conduct and our Child Safety and Wellbeing Policy please refer to our website: www.cccc.vic.edu.au