Assumption College Kilmore
Learning Leader

The exponential rate of change in our world, including our sense of what constitutes knowledge & learning affects us all, and demands that we respond by developing a flexible and responsive school that encourages and supports our students to be confident, collaborative and creative learners. As Marists, in responding to the emerging needs of our students we ‘face the future with audacity and hope’.

POSITION DESCRIPTION

Learning Leaders are particularly responsible for the College’s commitment to being a centre of learning that sets high academic standards, and is responsive to the needs of our students. As members of the Learning and Teaching Team, Learning Leaders work together to inspire and support teachers to build engaging and challenging curricula, and act as mentors in the development of teaching methods that epitomise evidence-based contemporary pedagogy.

Reports to: Deputy Principal - Learning and Teaching

Collaborates with: Members of the College Leadership Team
Learning Leaders Team
Learning and Teaching Team
Staff, students and parents/guardians

Contract: This a Position of Leadership, Level 3. The time release is 12 periods per cycle. The Learning Leaders are supported in their work by the Administration Officer: Teaching and Learning.

Demonstrated Leadership Attributes:-

- Demonstrates leadership of Assumption College’s vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- To continue to develop the Marist traditions of the College in the charism of St Marcellin
- Committed to and promotes the lifelong learning of students and staff
- Has high aspirations for learning that inspire staff, students and the community
- Understands, applies and shares contemporary educational research, theory and practice in pedagogy, assessment and reporting
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Makes and is able to communicate decisions informed and supported by available evidence and analysis
- Develops strategies to ensure educational opportunities for all students to reach their potential

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Leadership functions:

- Develops a culture of improvement in learning and teaching by placing learning at the centre of strategic and operational planning.
- Plans, acts, reviews and responds at the highest level of professional practice by:
  - Gathering information, analysing data and making decisions.
  - Developing strategies, aligning resources and implementing actions for improvement.
  - Consolidating improvement, changing established practices or changing the decision making processes when necessary.
- Implements effective learning and assessment frameworks that use data, benchmarks and observation to monitor every student’s progress.
- Promotes good performance and challenges underperformance by promoting effective teacher intervention, corrective action and follow-up.
- Uses emerging technologies to enhance and extend learning and teaching experience and to achieve excellence.
- Works with the Learning and Teaching team to continuously evaluate the curriculum for improved quality, balance and relevance.

Key Duties and Responsibilities

- Work collaboratively to monitor closely and plan and work for improvement in Learning and Teaching across the whole teaching body.
- In cooperation with the other Learning Leaders, take responsibility for supporting the teaching staff of particular Learning Areas. Manage and maintain the curriculum documentation for these domains according to school procedures.
- Gather staff in teaching groups to facilitate collaborative curriculum planning and development.
- Ensure that assessment (formative and summative) is rigorous and timely.
- Ensure that academic reporting to parents is undertaken in an orderly and comprehensive manner.
- Be a mentor to teachers in all learning domains, assisting in the analysis of data, and where necessary, asking the ‘courageous questions’ about student improvement.
- Assist teachers to reflect on and improve their teaching skills by visiting classes to provide feedback on planning, pedagogy and teaching skills.
- Conduct and facilitate action research at the College.
- Work with the Deputy Principal—Learning and Teaching to ensure that teaching resources are current and appropriate.
- Attends and participates in Learning and Teaching Team meetings and other relevant meetings.
- Learning Leader with specific responsibility for Religious Education: is also a member of the Faith Team and will work closely with the Catholic Identity Leader to ensure that programs, retreats, liturgies and resources are well developed and managed. Will be required to attend CEM and MSA meetings/symposiums.
- Learning Leader with specific responsibility for Applied Learning: promotes applied learning across all domains and attends to the Quality Assurance requirements of the VCAL program.
- Working with the Principal in supporting Religious Education teachers to gain appropriate accreditation to teach Religious Education or accreditation to teach in a Catholic School.
- Other duties as directed by the Principal.

Occupational Health & Safety

The Learning Leader will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;

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• Encourage colleagues and others on the worksite to adhere to safe work practices;
• Support and contribute to the improvement of safe systems of work and safe work practices;
• Participate in relevant OHS&W training programs;
• Report all work related incidents and near misses which result in injuries, ill health, or property
damage in writing, in accordance with the school’s OHS&W policies and procedures;
• Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
• Correctly use any equipment provided for health and safety purposes;
• Follow reasonable instructions given by the school in relation to health and safety at work;
• Support the consultative processes for managing OHS&W, when opportunities arise.