Assumption College Kilmore
Learning and Teaching: Middle School 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
The Middle-School Leader is a very significant role within our school community. They are responsible for
ensuring that students in Years 7-9 experience a well-organised and integrated learning and pastoral
experience at Assumption College. They are responsible for the administration and management of all
programs for Years 7-9, including transition from Year 6.

Reports to: Deputy Principal - Learning and Teaching
Collaborates with: Members of the College Leadership Team
Learning and Teaching Team
Staff, students and parents/guardians

Contract: This a Position of Leadership, Level 4. The time release is 22 periods per
cycle. The Middle School Leader is 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 opportunity for all students to reach their full potential
• Develops and maintains structures for effective liaison and consultation

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:-

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- 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
- Promotes good performance and challenges underperformance by promoting effective teacher intervention, corrective action and follow-up
- Works with the Learning and Teaching team to continuously evaluate the curriculum for improved quality, balance and relevance

**Key Duties and Responsibilities**

- Oversee any operational matters that directly relate to the Year 7-9 students in their Year-Level groups, for example, incursions, camps and excursions, including all bookings, OH&S, staffing, parental and organizational implications.
- Work collaboratively with the Deputy Principal - Learning and Teaching, and with the Senior School Leader to ensure the smooth operational running of the school. Ensure that the school calendar accurately reflects school events.
- Work collaboratively with the Pastoral Team to ensure that the communication and implementation of events and programs are well administered and overseen.
- With the Deputy Principal – Learning and Teaching and the Enrolments Officer, oversee the Transition and Orientation Program for all students in Years 7-9. This includes organising visits to and from primary schools, assisting in the preparation of individual students with additional needs, sharing information about new students with the relevant staff and conducting interviews and assisting families to transition into the care of their House Leader.
- Oversee the implementation of NAPLAN and other testing processes.
- Assist students and parents with subject selection for Year 9 and assist the Senior School Leader and the Pathways Coordinator in helping students/parents make decisions about their Year 10 program.
- Facilitate the Acceleration Program within the school, including promotion, determining the suitability of the student, liaising with parents/guardians and ongoing monitoring the program.
- Work with the Learning Leaders, and LEC Leader to oversee the rescheduling of Assessment Tasks.
- With the Assistant to the Principal: Learning and Teaching, oversee the development of class lists for Years 7-9.

**Occupational Health & Safety**

The Middle School 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;
- 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.

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Key Selection Criteria

- Demonstrate an understanding of the Identity Statement and Values of Assumption College.
- Be a dynamic teacher who works well with their peers to plan for and implement teaching programs that improve student academic outcomes.
- Demonstrate a commitment to improving learning and teaching across the whole school.
- Show capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking and innovation.
- Have outstanding organisational and negotiation skills.
- Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from carrying backgrounds.
- Be able to deal sensitively with confidential information.
- Have displayed a strong commitment to team work.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- The successful applicant must hold a current driver’s license.

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Governed by Marist Schools Australia

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