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 Professional Practice Leader is a member of the College’s Leadership Team and with the Principal, is particularly responsible for ensuring that the College’s policies and procedures are implemented consistently with consideration of the vision and mission. The Professional Practice Leader accepts responsibility for the organisational structures and personnel that enable and support the professional development of teaching and allied staff within the school community.

**Reports to:** Deputy Principal – Learning and Teaching

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

**Contract:** As an employee of Marist Schools Australia, this is a three-year Position of Leadership Level 5 with a time release of 22 periods per cycle.

**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 wellbeing, pastoral care, student management and pedagogy
- Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Defines challenges clearly and seeks positive solutions, often in collaboration with others
- Makes and is able to communicate decisions informed and supported by available evidence and analysis
- Communicates, negotiates, promotes, collaborates and builds partnerships effectively across all sectors while relating to the whole College community
- Understands the different demographic groups within the College community and is able to work effectively with them
- Develops strategies to ensure educational opportunity for all students to reach their full potential
- Develops and maintains structures for effective liaison and consultation
Key Duties and Responsibilities:

- Member of the Leadership team and responsible for associated responsibilities that may be allocated by the Principal to this position.
- Is a member of the Learning and Teaching Team and ensures that the practice and procedures of the student learning program are informed by ‘best-practice’ and reflective of our pastoral and legal responsibilities.
- With the Deputy Principal – Learning and Teaching, oversees staff professional learning programs, and ensures their successful implementation and development.
- Based on student need and observed trends, makes recommendations to the Principal about forward staffing needs.
- Provides the Learning and Teaching Team with recommendations about positive staff development programs, and where necessary, supports them with the implementation.
- Meets with CEM, government agencies and other organisations to ensure that the services offered at Assumption are as comprehensive as possible.
- With the Principal, investigates staff Professional Standards matters. May be required to organise mediation or other means of support for staff.
- With the Principal and the Leader of Wellbeing Services, ensures that staff who require additional care during times of personal crisis have access to appropriate support mechanisms.
- Oversees the Staff Association, including gifts and financial support.
- With the Deputy Principal – Learning and Teaching, is responsible for the support and development of early career teachers, including the attainment of the registration with the VIT.
- With the Deputy Principal – Learning and Teaching, is responsible for the support and development of Student Teachers.
- With the Principal and Business Manager - Operations, oversees the induction, mentoring and support of new staff.
- With the Deputy Principal – Wellbeing, supports the Student Leaders to achieve their goals.
- Oversees of the organisation of the Sacred Heart Exchange.

Leadership functions:

- Develops a culture of improvement 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
- Inspires staff and members of the College community to continuously enhance their capacity to improve their practice and continually strive to understand and improve their impact.
- Implements effective tracking mechanisms that use data, benchmarks and observation to monitor every staff member’s progress.
- Assists other members of Leadership to review, evaluate and support staff to build capacity and to review performance.
- With other members of Leadership, contributes to and implements the College’s strategic plan, vision, mission and values while taking a leadership role in the coordination, monitoring and updating of the strategic plan.
• Promotes good performance and challenges underperformance by promoting effective intervention, corrective action and follow-up
• Uses emerging technologies to enhance and extend the learning experience of our community and to achieve excellence
• Contributes to the development of quality assurance review strategies
• Works with the Learning and Teaching Team to continuously evaluate school programs for improved quality, balance and relevance
• Contributes to the development and maintenance of efficient administrative policies and procedures
• Acts in a supportive and supervisory capacity at College functions as directed by the Principal
• Attends and participates in Leadership meetings and other relevant meetings
• Informs the Principal of matters relevant to staff development

**Occupational Health & Safety**

The Leader of Staff Development 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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