



# Mary MacKillop

## Catholic Regional College

### Position Description

<b>Position Title</b>	<b>Director of Learning, Pedagogy and Innovation</b>
<b>Reporting Relationships</b>	Directly to the Principal
<b>Leadership Strand</b>	Teaching and Learning
<b>Classification Level</b>	POL 4 + POL 1 (College Leadership)
<b>Time Allowance</b>	28 x 50-minute periods over a two-week cycle Administrative support is available as required
<b>Tenure</b>	Five years (2024 to 2028)

#### Role Summary

The **Director of Learning, Pedagogy and Innovation** is a member of the College Leadership Team and as such, assists and supports the Principal in all aspects of school leadership. Each team member fulfils a role in promoting and celebrating the College's identity as a Catholic school in the Josephite tradition and shares the responsibility of inspiring and leading staff and students in their commitment to the core values of the College

The Director of Learning, Pedagogy and Innovation is responsible for leading the learning and teaching of our College. They lead through their leadership and membership of teams and collaborates to ensure the ongoing development of Learning and Teaching. They work in a strategic, deliberate, purposeful, and evidence-based manner to inspire, support and enable their team while building their capacity to optimise student achievement. They play a pivotal role in shaping the learning culture and driving instructional leadership.

As a member of the College Leadership Team, the position will require some involvement in College Community activities outside designated school hours and during some school holiday times.

#### As a Leader at Mary MacKillop Catholic Regional College (MMCRC) you will actively live out the following Leadership attributes:

- Support MMCRC's vision and mission as a Catholic school and uses this as inspiration in all discussion and decision making.
- Promote the mission and Catholic ethos of the College.
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the charism of St Mary of the Cross MacKillop.
- Committed to and promotes the life long learning of students and staff.
- Have high aspirations for learning that inspire staff, students and the community.
- Understand, apply and share contemporary, educational research, theory and practice in pedagogy, assessment and reporting.

- Demonstrate and share the importance of emotional intelligence and empathy in building trust and positive learning community across the college.
- Make and are able to communicate decisions informed and supported by available evidence and analysis.
- Develop strategies to ensure educational opportunities for all student to reach their potential.
- Understand the different demographic groups and key learning needs within the school community, and the external influences changing student learning needs.

**As a Leader at Mary MacKillop Catholic Regional College you will actively undertake the following Leadership functions:**

- Develop a culture of improvement in learning and teaching by placing learning at the centre of strategic, tactical and operational planning.
- Plan, act, review and respond at the highest level of professional practice by:
  - Gathering information, analysing data and making decisions.
  - Developing strategies, sourcing resources and implementing actions for improvement.
  - Consolidating improvement, changing established practices or changing the decision-making process where necessary.
- Implement effective learning and assessment frameworks that use data, benchmarks, and observation to monitor every student's progress.
- Promote good performance and challenges underperformance in colleagues and students by promoting effective intervention, collaborative action and follow-up.
- Use emerging technologies to enhance and extend learning and teaching experience and to achieve excellence.
- Work with the learning and teaching team and wellbeing team to continuously evaluate the curriculum for improved quality, balance and relevance.
- Publicly support the Leadership Team of the College.
- Act in a supportive and supervisory capacity as directed by the Principal.
- Represent the College at external forums.
- Communicate with parents/guardians, students and staff on matters of learning, curriculum development and design, evidence-based teaching practice.

<b>STATEMENT OF DUTIES</b>	
<b>College Leadership</b>	<ul style="list-style-type: none"> <li>• Work with the Principal to provide leadership in promoting the mission of the Catholic school in the Josephite Tradition.</li> <li>• Work as part of the College Leadership Team to develop a clear vision for the future of the College.</li> <li>• Provide strong leadership in developing, implementing and reviewing the College's Strategic Plan, Annual Action Plan and Master Plan.</li> <li>• Actively participate in College reviews.</li> <li>• Work with all members of College Leadership to foster, contribute to and role model a culture of high expectations.</li> <li>• collaborative planning and commitment to continuous improvement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change.</li> <li>• Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue.</li> <li>• Share with the Principal in being a presence in the school and wider community.</li> <li>• Work collaboratively with other members of the Leadership Team in the overall leadership of the College.</li> <li>• Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (e.g. employment procedures, child safe standards policy and procedures, occupational health and safety requirements, equal employment opportunity, sexual harassment and bullying policies).</li> <li>• Monitor and respond to the wellbeing needs of staff in conjunction with the Principal and other members of the Leadership Team.</li> <li>• Work with staff to ensure that parents are seen as an important partnership during a student's secondary years at the College.</li> <li>• Undertake any other duties as requested by the Principal.</li> </ul>
<b>Leading Strategy &amp; Culture</b>	<ul style="list-style-type: none"> <li>• Embrace a strategic methodology that aligns, activates, and fosters collaboration among teaching teams.</li> <li>• Ensure a shared vision, cohesive efforts, and measurable maximum impact.</li> <li>• Leverage the extensive skills and knowledge of Level 2 Teachers as outlined in the DOSCEL Schools &amp; Secretariat Agreement.</li> <li>• Utilise data to inform and enhance professional practices, leading to evidence based decision-making and improved outcomes</li> <li>• Any other duties as directed by the Leadership Team consistent with the skills and experience required for this position</li> </ul>
<b>Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• Collaborate with the Professional Development Team to coordinate the professional learning needs of staff.</li> <li>• Promote effective reading through the dissemination of appropriate journals, periodicals and magazines, and sharing of online readings and resources.</li> <li>• Be a member of and actively participate in external professional networks and/or associations.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Have overall responsibility for development and documentation of curriculum planning, including Understanding By Design plans.</li> <li>• Reporting processes and timelines.</li> <li>• Parent/Teacher/Student Interviews (both on site and remote).</li> <li>• Support and lead the Learning and assessment Leader in their work and responsibility.</li> <li>• Support and lead as required all testing and exams in the College.</li> </ul>
<b>Capacity Building and Learning Culture</b>	<ul style="list-style-type: none"> <li>• set professional standards for teaching and learning and develop the capabilities of teaching staff to achieve those standards.</li> <li>• foster the development of a cohesive, student-focused teaching and learning environment that is positive, empowering, and flexible.</li> </ul>

	<ul style="list-style-type: none"> <li>• utilise coaching approaches to enhance the quality and efficacy of professional conversations.</li> <li>• develop collegiality and encourage professional development with staff, including building and enhancing professional conversations and practice.</li> <li>• reflect with colleagues on the successes of a culture and learning environment that connects high levels of engagement and high expectations with student responsibility for their learning.</li> <li>• identify learning needs across the College, initiate change and facilitate innovation to improve student outcomes.</li> <li>• facilitate regular and effective meetings that ensure professional dialogue around student learning, professional practice, curriculum quality and learning outcomes.</li> <li>• inform and invite feedback from colleagues, parents, and students about the educational direction of the College, curriculum issues and reporting and accountability processes.</li> <li>• identify, initiate, and build on opportunities that engage families in both the progress of their children's learning and in the educational priorities of the College.</li> <li>• enable students to have the opportunities and skills to express their views about their learning and educational environment, to participate in strategic planning and play an active role in developing their learning.</li> <li>• support graduate teachers in moving toward Proficient Standard;</li> <li>• contribute to committees, working parties and professional learning groups exploring and addressing the learning and teaching needs of the College.</li> <li>• provide effective role modelling to the staff using appropriate communication, conflict resolution and negotiation skills as required.</li> </ul>
<b>Student Learning &amp; Assessment</b>	<ul style="list-style-type: none"> <li>• support the coordination of the learning programs to ensure they are aligned to support continuity and progression of student learning.</li> <li>• oversee and guide Learning Leaders and staff to ensure that the curriculum is aligned with Victorian Curriculum requirements.</li> <li>• lead the coordination of assessing the Victorian Curriculum Capabilities across Years 7-10 Curriculum in consultation with the Learning and Teaching Committee.</li> <li>• advocate for continual improvement of student outcomes;</li> <li>• leading the coordination of testing for all incoming Year 7 students and current Years 7-10.</li> <li>• lead the NAPLAN preparation, timeline, and communication.</li> <li>• assist staff with the analysis and utilisation of student achievement data to inform learning and teaching, develop plans for differentiated curriculum, and develop effective teaching and assessment strategies with an aim to improve student engagement and learning outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• ensure student performance data is appropriately analysed and used to inform the teaching and learning programs and practice.</li> <li>• support teachers access to and understanding of the profile of each student and applying this knowledge to focus on the growth of the 'whole person'.</li> <li>• demonstrate exemplary practice and high expectations, leading colleagues to encourage students to pursue challenging learning goals and build inter and intrapersonal capacity of students.</li> <li>• ensure the delivery and documentation of an inclusive and differentiated curriculum that is accessible to all and demonstrates a common language for literacy and where applicable numeracy that is visible in all classrooms.</li> <li>• assist Learning Leaders to develop strategies that ensure the curriculum across parallel classes at each year level is consistently delivered, inclusive and engaging.</li> <li>• explore and evaluate emerging technologies to enhance curriculum development and delivery, and student learning opportunities.</li> <li>• collaborate with the Learning Adjustment Leader to ensure particular student needs are met and opportunities for students are provided beyond the curriculum – internally and externally.</li> <li>• lead the coordination of the Online and Oral Progress Reporting process in conjunction with the Learning Leaders, including the development of timelines, processes for staff and notification to parents.</li> <li>• liaise with the Student Wellbeing Team regarding students at risk, and collaborating on support strategies.</li> <li>• maintaining accurate, accessible records of students': <ul style="list-style-type: none"> <li>○ subject selections (and alterations),</li> <li>○ academic performance, and</li> <li>○ College correspondence to parents.</li> </ul> </li> <li>• lead the management of the production and distribution of handbooks, booklists, and other related materials.</li> <li>• support the Learning Adjustment Team to contribute to the NCCD.</li> <li>• administer selection and/or application processes for scholarships, prizes and awards offered internally or by external institutions.</li> </ul>
<b>Innovation in theory, practice, and design</b>	<ul style="list-style-type: none"> <li>• support Learning Teams to collaboratively design, implement and maintain a scope and sequence of essential skills and knowledge for Years 7–12, with a focus on evidence of progression of learning.</li> <li>• ensure the learning and teaching program embeds the knowledge and skills needed for students to prosper in the future.</li> <li>• set annual goals for the learning and teaching program centred on best practice and successful student outcomes, and planning how the goals will be successfully achieved and evaluated.</li> <li>• set annual goals with colleagues that connect them to improvement within the AITSL Australian Professional Standards for Teachers Framework that is informed by consultation and collaboration with</li> </ul>

	<p>key stakeholders and educational research to improve student outcomes.</p> <ul style="list-style-type: none"> <li>• advocate for, participate in, and lead high quality professional learning opportunities for colleagues that focus on improved professional practice and student learning.</li> <li>• generate professional learning opportunities for staff by: <ul style="list-style-type: none"> <li>○ circulating professional reading;</li> <li>○ promoting involvement with appropriate educational associations;</li> <li>○ encouraging attendance at applicable conferences, seminars, and workshops; and</li> <li>○ sharing of best practice and provision of training opportunities.</li> </ul> </li> <li>• ensure curriculum for all learning areas is of a high standard and accessible via the College's online learning management system (SIMON).</li> <li>• lead the resolution of issues and concerns relating to curriculum and pedagogy and facilitating informed decisions with individuals and teams.</li> <li>• conduct course and program evaluations and recommendations using multiple sources of evidence, data, and feedback.</li> <li>• ensure each learning area complies with relevant external curriculum accreditation requirements.</li> <li>• maintain teaching competencies and currency of knowledge of relevant research and evidence-based practices and actively attend and participate in appropriate professional learning.</li> <li>• produce content on learning and teaching for various College forums, publications, reports, and online platforms.</li> </ul>
<b>Management and Administration</b>	<ul style="list-style-type: none"> <li>• Demonstrate high level organizational and administrative skills.</li> <li>• Chair, prepare the agenda and circulate minutes of the Learning and Teaching Team.</li> <li>• Write a fortnightly report for the College Newsletter, and prepare articles for other key publications such as the Annual Report and Yearbook.</li> <li>• Submit applications to DOSCEL as relevant to role.</li> <li>• Develop networks with the broader community and external agencies and represent the College at network meetings and conferences as appropriate.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities.</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training.</li> <li>• Participate in duty supervision as rostered and other supervision duties when required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Uphold the professional standards expected of a teacher.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Conduct Annual Review Meetings of selected relevant staff.</li> <li>• Perform other duties as may be required by the Principal.</li> </ul>
<b>Team Membership(s)</b>	<ul style="list-style-type: none"> <li>• College Leadership Team (Member)</li> <li>• Planning and Policy Team (Member)</li> <li>• Learning, Pedagogy and Innovation Team (Chair)</li> <li>• Professional Development Team (Member)</li> <li>• Child Safety Committee (Member)</li> <li>• Other relevant teams</li> </ul>
<b>Collaborates with</b>	<ul style="list-style-type: none"> <li>• Members of the College Leadership Team;</li> <li>• Other Position of Leadership appointees;</li> <li>• Staff, students and parents/guardians</li> </ul>
<b>Pastoral care and child safety</b>	<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment and ensure compliance with the requirements of Ministerial Order No. 1359 and the Victorian Government's Child Safe Standards. This includes the implementation of the College's Child Safety and Wellbeing Policy and Code of Conduct, and other College policies and procedures relating to child safety;</li> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Proactively monitor and support student wellbeing.</li> <li>• Exercise pastoral care in a manner that reflects school values</li> <li>• Implement strategies which promote a healthy and positive learning environment.</li> </ul>
<b>Professional learning</b>	<ul style="list-style-type: none"> <li>• Explore professional learning opportunities for self and others to develop knowledge and understand the area you lead.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal process.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a pre-service teacher.</li> </ul>
<b>Co-curricular involvement</b>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program.</li> <li>• Proactively encourage students to participate in co-curricular activities.</li> <li>• Act as a role model for participating students.</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity as appropriate.</li> <li>• Create and maintain a safe environment in which students may enjoy their participation.</li> </ul>

	<ul style="list-style-type: none"> <li>Oversee the provision and care of relevant equipment materials and first aid requirements.</li> </ul>
<b>Legal Compliance and Policy Development</b>	<ul style="list-style-type: none"> <li>To see that all College policies are compliant with the law and meet government statutory authority expectations;</li> <li>To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and</li> <li>To ensure that, on a regular basis, all policies you are responsible for are reviewed and ratified by the appropriate group(s).</li> </ul>
<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic education</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of the ethos and mission of a Catholic school in the Josephite tradition.</li> <li>A demonstrated understanding of the church's teachings and the Catholic teacher's role in the mission of the church.</li> <li>Demonstrate a capacity to express their understanding of the mission of a Catholic school in action</li> <li>A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>A capacity to integrate the church's teachings into all aspects of curriculum.</li> </ul>
<b>Vision and values</b>	<ul style="list-style-type: none"> <li>Ability to articulate the vision and values of the College and to inspire a wide range of people in order to initiate programs, events and developments.</li> </ul>
<b>Commitment to child safety</b>	<ul style="list-style-type: none"> <li>Demonstrated capacity to create and foster a child-safe culture, and develop and embed student voice within this.</li> <li>Demonstrated capacity to ensure legal obligations relating to child safety are embedded and maintained.</li> <li>Implement procedures to provide students with a child-safe environment</li> <li>Support the implementation of the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>Proactively monitor and support student wellbeing</li> <li>Exercise pastoral care in a manner which reflects school values</li> <li>Implement strategies which promote a healthy and positive learning environment</li> </ul>
<b>Education and experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Teaching qualification</li> <li>Current Victorian Institute of Teaching (VIT) registration</li> <li>Accreditation to teach in a Catholic School (or be working towards such accreditation)</li> <li>Accreditation to teach Religious Education</li> <li>Appropriate qualifications and experience to lead in this area, specifically your qualification in theology or religious education</li> </ul>



	<p>and/or educational leadership should be at Masters level (or working towards such qualifications)</p> <p>Desirable</p> <ul style="list-style-type: none"> <li>- Proven record of success as a secondary teacher</li> <li>- Demonstrated understanding and experience relevant to role</li> <li>- an extensive knowledge of current educational theory and practice;</li> <li>- Demonstrated experience using ICT</li> </ul>
<b>Leading Learning, Pedagogy and Innovation</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of contemporary best practice approaches to teaching and learning;</li> <li>• Excellent knowledge of innovations in pedagogy, technologies influencing the learning landscape and learning environments;</li> <li>• Up-to-date knowledge of learning and assessment policy and procedures as interpreted and implemented by the VCAA, ACARA, DOSCEL and the CECV;</li> <li>• Knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role;</li> <li>• Knowledge of the College's policies and procedures that impact on learning and teaching;</li> <li>• Demonstrated commitment to ongoing learning through post graduate studies;</li> <li>• Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;</li> <li>• Capacity and willingness to undertake their role with flexibility;</li> <li>• Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;</li> <li>• A strong commitment to continuous improvement in personal practice; and</li> <li>• A willingness to represent MMCRC in a public forum.</li> </ul>
<b>Leading the management of the school</b>	<ul style="list-style-type: none"> <li>• Developing capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed, including ongoing compliance with the Child Safe Standards and the requirements of the Victorian Registration and Qualifications Authority.</li> <li>• Have a proven ability to work in a collaborative environment as a member of a leadership team and respect personal, private and confidential matters.</li> </ul>
<b>Engagement</b>	<ul style="list-style-type: none"> <li>• Demonstrated capacity to engage professionally with colleagues, parents/carers and the community.</li> <li>• Demonstrated capacity to initiate and lead activities that focus on improving educational opportunities for all students.</li> <li>• Demonstrated capacity to establish inclusive learning environments that meet the needs of students with disabilities and those from</li> </ul>

	<p>diverse linguistic, cultural, religious and socio-economic backgrounds.</p> <ul style="list-style-type: none"> <li>• Have strong verbal and written communication skills.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• A vision for learning and teaching at the College</li> <li>• Skilled at initiating and having the difficult conversations</li> <li>• Good oral and written communication skills, including the ability to communicate with children, parents and the school community.</li> <li>• Experience and proven record in presenting effective learning and teaching skills, including management of mixed ability classes</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• A deep understanding of current educational thought and practice</li> <li>• Demonstrated capacity to participate in a range of camps, retreats and other school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• Significant leadership qualities and ability to build leadership capacity in staff and students</li> <li>• Empathy and insight into student transitional and wellbeing needs.</li> <li>• Self-motivation</li> <li>• Ability and willingness to accept policy directive</li> <li>• Highly effective organisational skills</li> </ul>
<b>Applicants are required to submit the following:</b>	<ol style="list-style-type: none"> <li>1. An introductory letter briefly outlining their suitability and interest in the position</li> <li>2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant's current setting</li> </ol>
<p>All employees at Mary MacKillop Catholic Regional College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and DOSCEL's Commitment Statement to Child Safety.</p>	
<p>This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. Through mutual agreement the position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.</p>	