

Emmaus College, Jimboomba

Position Statement

Learning and Teaching Leader Tier 3

This position statement documents the title and purpose of the position of *Learning & Teaching Leader*, and the responsibilities, typical duties and attributes of the person holding the position. It is to be read in conjunction with the document entitled *Role Description – Teacher* which is the overarching role description for all teachers within the Catholic Education Archdiocese of Brisbane.

POSITION TITLE

Learning and Teaching Leader

PURPOSE OF THE POSITION

The Learning and Teaching Leader, as a member of the Emmaus College Middle Leadership Team, assists the Principal, Head 7-12 (HOS) and the Assistant Principal Administration – Curriculum and Teaching (AP- C&T) to create a learning culture across Years 7-12 that is high quality and responsive to student needs. The key purpose of the role is to enhance student learning outcomes.

The Learning and Teaching Leader will work closely with the Middle and Senior Years Leaders to develop pedagogy that is progressive, engaging and innovative. In addition the role holder will work collaboratively with Pastoral leaders and other P-12 Middle Leaders.

The Learning and Teaching Leader makes a significant leadership contribution to the Educative goals of the College and in planning for and guiding the implementation of the Vision for Learning.

RESPONSIBILITIES AND TYPICAL DUITES

The leadership and direction provided by the Learning and Teaching Leader will be consistent with the Archdiocesan Vision Statement for Catholic Education; teachings, principles and values of the Churches involved in the Emmaus ecumenical partnership; Brisbane Catholic Education Strategic Renewal Framework and the Brisbane Catholic Education Leadership Framework, as well as published policies and practices.

The Learning and Teaching Leader provides general leadership in support of the Head 7-12 and Assistant Principal – Curriculum and Teaching and other members of the Senior Leadership team of the College, in support of the mission and goals of the Emmaus community, as outlined in the Strategic Renewal Plan.

Religious Leadership

Responsibilities

The Learning and Teaching Leader through personal example, provides leadership and fosters the religious life of the College by supporting its ecumenical mission and working collaboratively with the pastors of the local Anglican, Catholic, Lutheran, and Uniting Churches. They will strategically include content and pedagogy that encourages a discourse of Christian ethics and self-reflection.

Typical Duties

The Learning and Teaching Leader will:

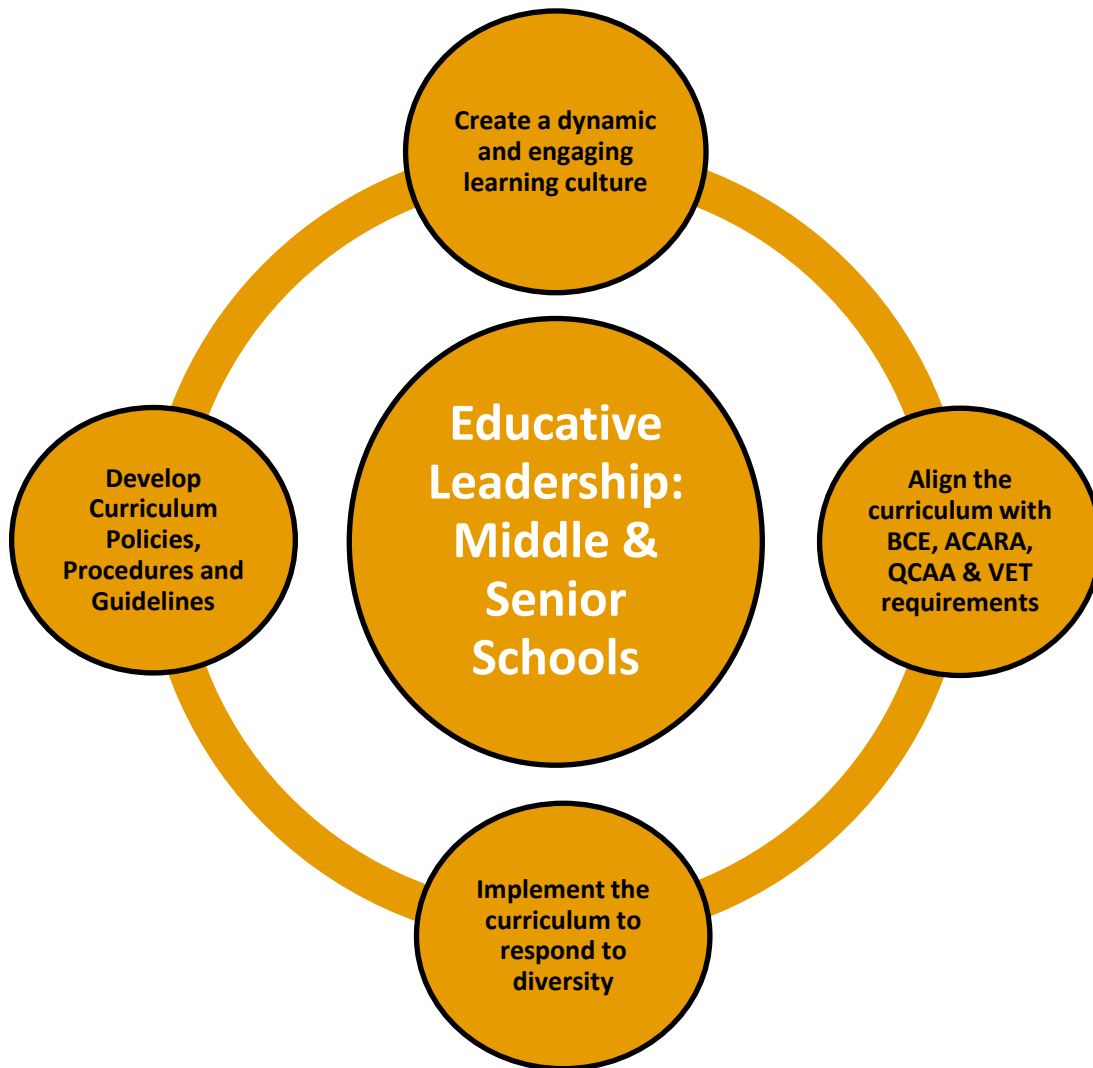
- articulate and promote the Archdiocesan vision of Jesus, Communion and Mission
- nurture the Christian life of the College and the integration of beliefs and values of the Anglican, Catholic, Lutheran and Uniting Churches
- promote the vision of the College, *Excellence in learning within a contemporary Christian community*
- highlight and promote the links between the beliefs and values of the College and learning and teaching
- incorporate Christian ethics strategically into curriculum planning and resources
- promote preferential options for students/families with particular needs
- develop and promote an ecumenical educational vision

Educative Leadership

Responsibilities

A Learning and Teaching Leader will works to develop and implement quality learning and teaching programs that provide opportunities for students to achieve success. The Learning and Teaching Leader will have a key role in implementing the Emmaus College Vision for Learning.

The Learning and Teaching Leader will be guided by the following model and perform the educative duties listed below –



Typical Duties

Developing curriculum processes and procedures in keeping with school wide policies, procedures and guidelines

- use College policies, guidelines and templates to develop work programs, course outlines, resources, and assessment instruments
- develop student-centered, task and outcomes-oriented learning activities
- develop a rich array of school and community-based learning experiences
- create 'thinking classrooms' that nurture critical and creative thinking, problem solving, inventiveness, and entrepreneurialship
- develop procedures and guidelines for enhancing research; written, oral and digital communication, study, and time management skills and oversee the implementation of these into the curriculum and daily classroom practice
- develop procedures and guidelines for effectively established and managed learning environments, especially considering principles of wellbeing
- maintain effective and efficient records

Creating a dynamic and engaging learning culture

- build a collaborative learning culture
- adopt a paradigm of continuous improvement
- actively embrace effective and innovating pedagogies
- create professional communities of practice
- maintain currency in curriculum knowledge
- develop a holistic, high quality, rigorous, and forward-looking 7-12 curriculum
- celebrate learning dynamism and success through professionally crafted and presented student reports, subject outlines, and web-based summaries of curriculum

Aligning the curriculum with BCE, ACARA, QCAA and VET requirements

- utilise the Brisbane Catholic Education Learning Framework and ACARA General Capabilities when designing curriculum programs

Implementing the curriculum to respond to the diverse needs of learners

- oversee the development and implementation of engaging, stimulating programs for Years 7-9 students based on the philosophy of middle schooling
- oversee the development and implementation of learning programs for Years 10-12 students that respond to the principles of Senior schooling and the requirements of the QCAA
- liaise with the Assistant Principal Curriculum & Teaching P-6 to ensure continuity of programs between Junior Years and Middle Years
- collaborate with Learning Support to oversee the development and implementation of modified learning programs for students who display special gifts and talents, have an impairment, have learning difficulties, have English as a second language, as well as other elements of diversity
- acknowledge and respond to diversity in the creation of supportive classrooms

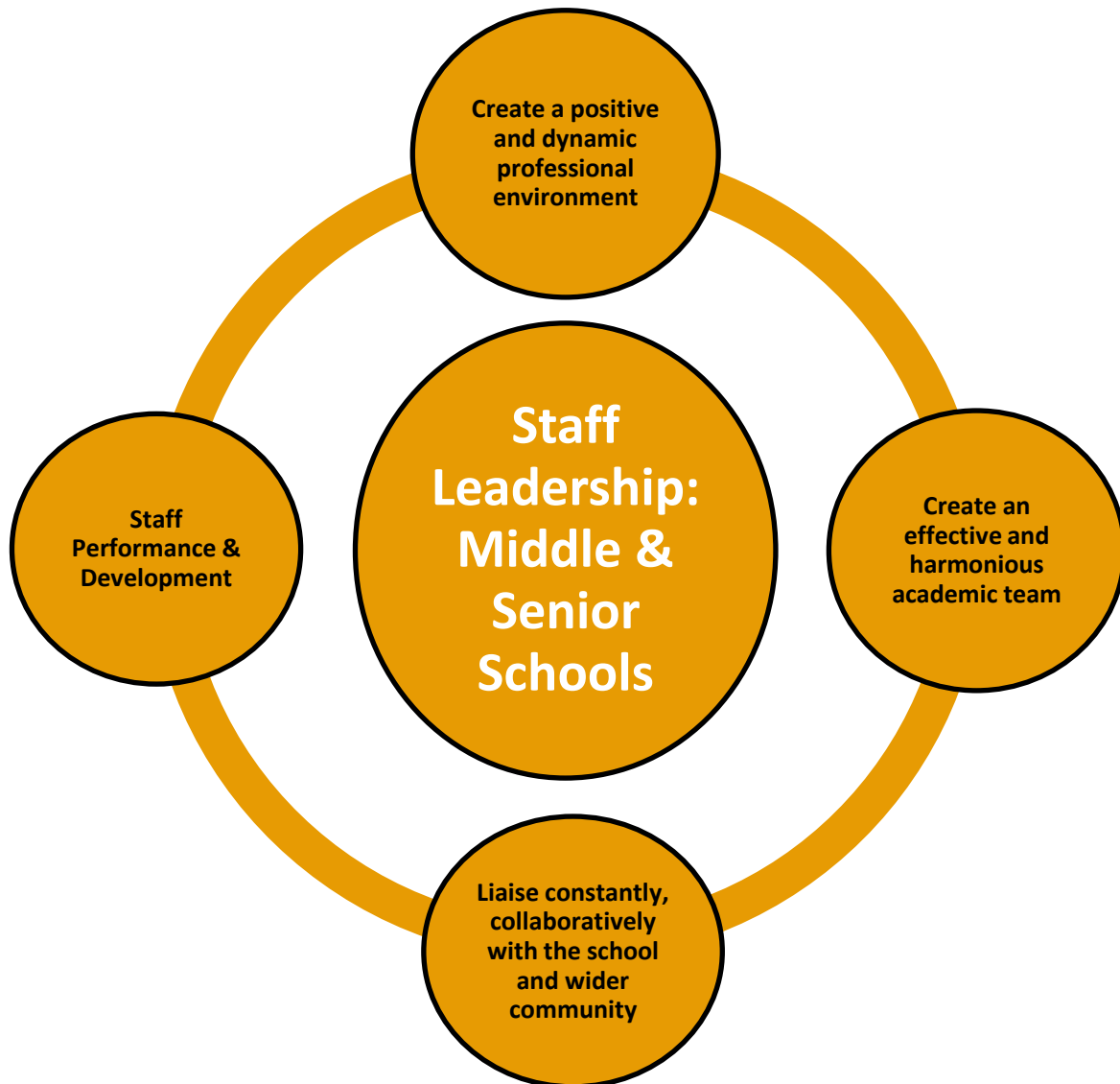
Staff and Community Leadership

Responsibilities

Through appropriate relationships with College staff, students, parents, the ecumenical education community and the wider community the Learning and Teaching Leader actively contributes to the creation of a professional learning community and the growth of *right relationships* within the college community. The Learning and Teaching Leader gives focus to curriculum programs and processes which enhance learning. They encourage, motivate and equip teachers to provide appropriate pedagogy for the creation of a learner centered school. The Learning and Teaching Leader collaborates with teachers regarding their professional learning plans to assist them to become lifelong learners, reflective practitioners and respond appropriately to the myriad of changes that affect schools, teachers and learning and teaching. The Learning and Teaching Leader

is best placed to assist teachers with professional learning opportunities linked to professional goals.

The Learning and Teaching Leader will be guided by the following model and perform in a professional manner the duties listed below -



Typical Duties

Creating a positive and dynamic professional environment

- draw upon a range of leadership styles – moral, servant, transformational, collaborative, transactional – to help build a professional culture where teachers are acknowledged, valued, challenged, rewarded and fulfilled
- involve staff in designing, participating in, conducting, attending, and reporting upon high quality, engaging and accountable professional learning experiences
- constantly demonstrate high levels of emotional and cultural intelligence

Creating an effective and harmonious academic team

- encourage and model collaborative styles of leadership
- engage in appropriate distributive leadership processes to help build an academic team that recognised the diverse professional talents and contributions of teachers
- utilise professional protocols for meetings, planning activities, and professional learning activities
- participate actively and purposefully in the weekly meetings of the Learning and Teaching Leaders' Team
- support agreed positions of the Learning and Teaching Leaders Team
- set and maintain high academic standards for students and staff

Consistent and regular liaison with school and wider community

- support the Head of Years 7-12, AP-C&T and MY/SY Learning and Teaching Leaders in their roles
- communicate agendas and minutes of team meetings for the academic area
- liaise constantly with the Middle School, Senior School, and Learning Support Coordinators
- liaise with the Head P-6, P-6 Assistant Principal and P-6 Middle Leaders to ensure seamless Primary-Middle School transitions
- develop positive and productive relationships with members of community organisations
- attend and contribute to relevant networks – within and beyond BCE

Staff performance and development

- be supportively involved in teacher supervision and appraisal – “performance and development processes” as outlined by BCE
- create a culture of feedback and reflection
- contribute to the interview process for teacher recruitment and appointment
- assist with the induction processes for new staff
- assist and mentor pre-service and beginning teachers

Strategic Leadership

Responsibilities

The Learning and Teaching Leader works to develop and align the vision, mission and strategic goals of the College with those contained in the Strategic Renewal Framework of Brisbane Catholic Education. They are responsible for alignment of departmental goals with college strategic goals and ensuring teachers understand and make purposeful connection between their daily work, the goals of the college and the wider mission of the church.

Typical Duties

The Learning and Teaching Leader will:

- give local vision to the Archdiocesan Vision and the Vision Statement for Brisbane Catholic Education to *Teach Challenge Transform*
- promote a culture of reflection, self-review and improvement
- collaborate with Senior Leadership and other Middle Leaders to facilitate appropriate change in learning and teaching programs/approaches as aligned to College goals and amended annual plans
- develop partnerships with parents
- advise Senior Leadership and other Middle Leaders on matters relating to student learning
- facilitate individual meetings with relevant department staff when appropriate
- utilise opportunities to promote and market the College in the wider community via local newspapers, the College newsletter and the College website
- model lifelong learning by attending professional development relevant to the role and as identified by the role holder or other members of the Senior Leadership team
- advocate for curriculum reform, especially in response to curriculum initiatives of BCE, ACARA, QCAA and other organisations

Organisational Leadership

Responsibilities

The Learning and Teaching Leader will assist in the development and maintenance of structures, processes, policies, guidelines and relationships to enhance learning and teaching, as well as professional learning outcomes.

Typical Duties

The Learning and Teaching Leader will:

- ensure policies, processes and activities are implemented by subject teachers
- ensure effective financial management of subject budgets by planning, maintaining, building and deploying resources
- be proactive in the implementation of information technology
- ensure efficient systems of data and records are maintained by all subject teachers eg reporting procedures, use of criteria sheets and task sheets
- establish effective communication and decision making processes within the subject department
- circulate relevant information to members of the subject department
- be accessible to assist students, parents and staff during the school day including reasonable access before and after school and during breaks
- assist with the facilitation of parent information and subject selection sessions
- support and implement requirements linked to consistency of teacher judgment processes

Within all dimensions, the Principal may assign other duties as required.

ATTRIBUTES

The position of Learning & Teaching Leader requires leadership capabilities that could be considered generic for all educational leaders but also those needed for developing communities of practice and for creating a culture of continuous improvement and innovation. The capabilities indicated below incorporate the qualities, attitudes, dispositions and observed behaviours that aim to inform, inspire and motivate others. It is imperative that role holders will be committed to demonstrating and developing these capabilities.

The Learning & Teaching Leader - Tier 3:

Leading and Inspiring

- Situates work within the faith community of the Church
- Shares personal faith experiences and is an example of faith, hope and love
- Embodies the Christian vision in the college's goals, policies, programs, structures and operations
- Engages in personal theological reflection and takes time to reflect on personal motivations, beliefs, values and behaviours
- Possesses leadership capacity holding and disseminating a broad vision of holistic curriculum
- Exemplifies honesty and integrity, acts as a thoughtful, caring person to embody the principles of moral and servant leadership
- Develops the skills, gifts and talents of others

Engaging Others

- Displays confidence, curiosity, enthusiasm, optimism and resilience
- Displays emotional intelligence in working with individuals and groups
- Affirms the work of others and demonstrates a genuine interest in and concern for people and acts as a thoughtful, caring person
- Builds an inclusive community by forging personal and professional bonds with others and cultivates productive working relationships
- Cultivates productive working relationships
- Demonstrates Christian and other forms of professional ethics in all forms of personal behaviour and communication

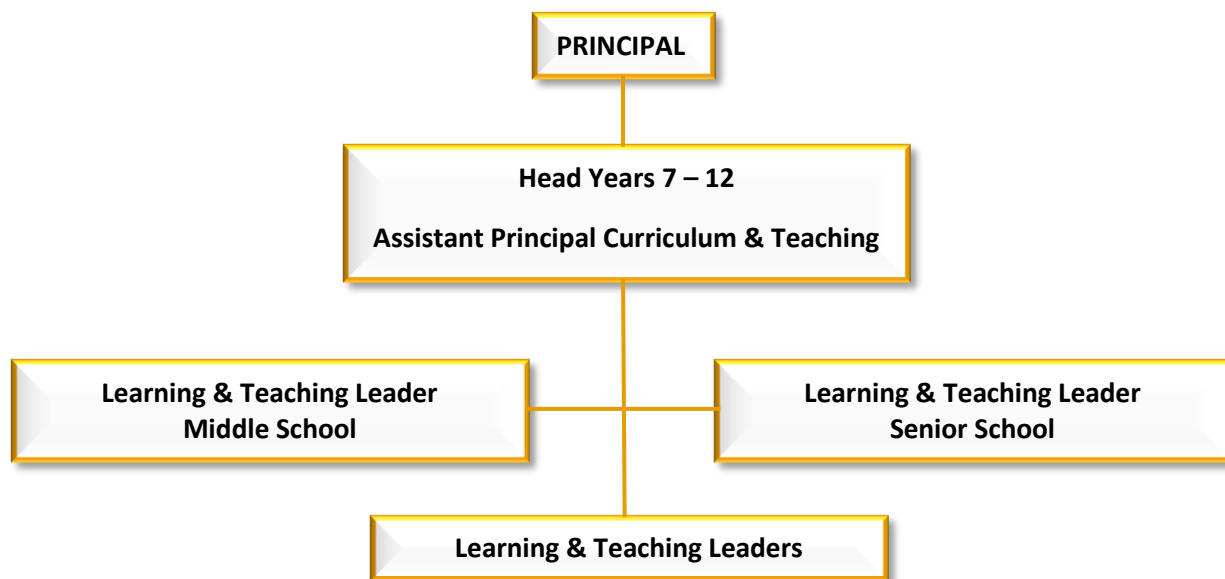
Thinking Clearly

- Is knowledgeable about contemporary directions and specific issues in education, specifically Australian curriculum, effective and innovative pedagogies, middle schooling and professional learning
- Applies ethical standards to complex and value-sensitive situations
- Displays accountability for work and focuses on intended results
- Displays a clear vision of and support for the school's mission and its underlying values and ethos

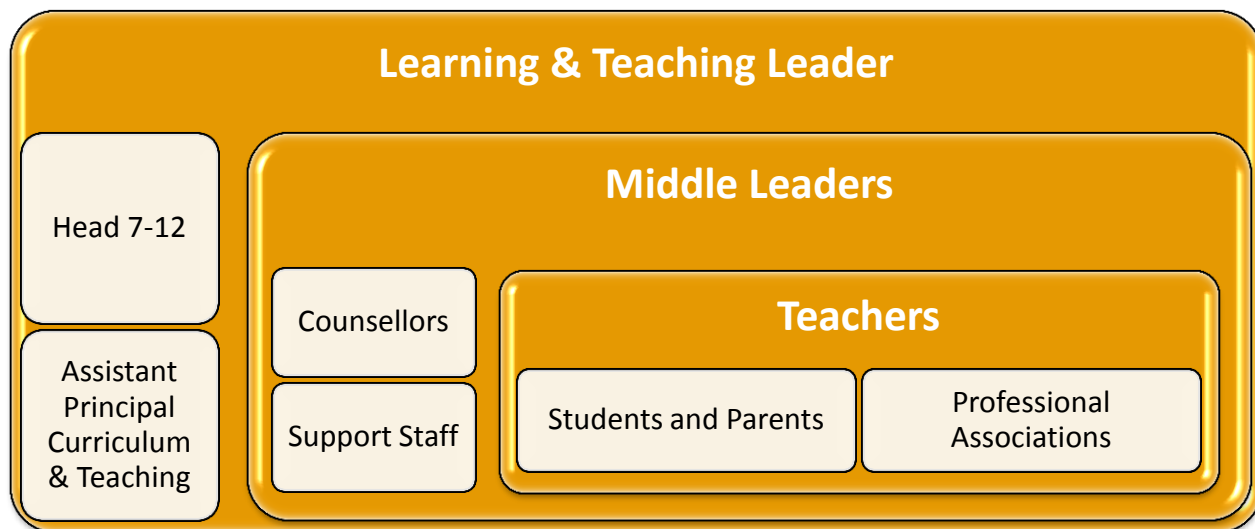
Delivering Outcomes

- Engages in transformational leadership using initiative and perseverance to help others reach their potential and deliver outcomes
- Accepts responsibility, has effective organisational skill and the ability to engage in professional discourse to communicate appropriately
- Fosters cooperation and collegiality in order to reach objectives
- Analyses whole school educational data to determine areas of success and areas for improvement and to develop plans to address these
- Ability to relate professionally to other staff members so as to provide a role model of the successful classroom teacher and to challenge inappropriate teaching practice
- Is appropriately experienced, particularly in the areas of effective learning and teaching practice
- Demonstrates professional activity through membership of professional associations and on-going professional development.
- Shares professional information and experiences with College teachers, leaders and parents as well as external agencies e.g. BCE workshops
- Contributes to the College prospectus, renewal evaluations, and website
- Provides articles to local newspapers and BCE publications

Appendix 1 – Line Management



Appendix 2: Professional Networks for the Learning & Teaching Leader



Appendix 3 – BCE Leadership Capabilities Index

