



Position Title	Head of Teaching and Learning - Glenroy
Classification	Teacher, Position of Leadership (POL) – Level 4
Employment Status	Fixed Term Full Time (2020 - 2022)
Time Allowance	800 minutes (16 periods) per week
Reports to	Principal, Deputy Principal Teaching and Learning
Updated	September 2019

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Head of Teaching and Learning, Glenroy is responsible for ensuring that the curriculum and teaching programs meet the College's expectations, together with the Deputy Principal Teaching and Learning. The Head of Teaching and Learning will foster a cooperative development of curriculum and teaching strategies and will assist in chairing the Heads of Learning committee meetings and Curriculum sub-committees as the need arises.

The Head of Teaching and Learning is a member of the following committees within the College Community:

1. Curriculum Committee.
2. Literacy Committee
3. Analysing Data Committee
4. Professional Development Committee
5. Heads of Learning

Responsibilities and Accountabilities

Administrative Responsibilities

- Working with the Deputy Principal, Teaching and Learning to prepare submissions regarding courses/subjects to be offered in the coming year.

- Liaising with the Deputy Principal, Teaching and Learning and/or Deputy Principal: Head of Campus concerning allocation of staff within the Learning Areas.
- Working with the Deputy Principal, Teaching and Learning to review Learning Area Budgets for the coming year.
- Meeting with the College Executive to plan and discuss curriculum initiatives when required.
- Monitoring the standard of written comments on College report formats.
- Oversee Grade 6 PAT Testing including Year 7 & 8 post testing and Yr 7 NAPLAN testing.
- Working with the Deputy Principal Teaching and Learning to develop a format for progress and end of semester reports, including comment banks and timelines.

Curriculum and Professional Development.

- Developing extension activities challenging both the advanced students and those students with learning difficulties.
- Assisting teachers in the development of professional expertise.
- Attending relevant curriculum conferences, in-services and professional development activities.
- Raising the awareness of teachers with respect to current curriculum developments.
- Facilitating discussion of curriculum issues, policy development etc, at staff meetings, relevant meetings.
- Writing policies relevant to curriculum matters in conjunction with the Deputy Principal: Teaching and Learning.
- Facilitating staff participation in in-service activities.
- In conjunction with the Heads of Campus working with individual teachers to develop teaching practices that are in accord with the College Vision and Mission statement.
- Be the contact person for specific Enhancement Programs offered at the College.
- Facilitate the implementation of specific curriculum initiatives in the College.

Learning Area Responsibility.

- Assist in the overseeing of guidelines for Course Outlines generated by Heads of Learning Areas.
- Assist in the overseeing of evaluation of courses, ensuring that the quality of teaching and learning is upheld.
- Assist in the overseeing process of review of courses conducted by Heads of Learning Areas.
- Assist Heads of Learning Areas to supervise the progress made in each course of study so that the specific objectives of each course are adequately covered.
- Assist in overseeing assessment procedures to be adopted for each course of study.
- Assist with the provision of support to Heads of Learning who are experiencing difficulty with aspects of their Learning area.

Other

- Undertake appropriate teaching duties where the responsibilities specified for Home Room/Subject Teachers apply.
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager)

Experience and Qualifications	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church's teachings into all aspects of curriculum
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) • Be a suitable person to engage in child-connected work
Education and Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation) <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Accreditation to Teach Religious Education (or be working towards such accreditation) • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrated experience in using ICT to teach subject area • Preference for experience in inquiry based learning and use of student data to maximise learning outcomes
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Maturity

**Technical
Expertise**

- Demonstrated capacity to articulate a compelling vision of excellence in teaching and learning which reflects high expectations and outcomes
- Demonstrated capacity as an expert teacher with an ability to foster high impact teacher practices which are evidence based
- Demonstrated capacity to provide educational leadership which draws on leading research, theory and practice, resulting in professional learning for teachers which builds on existing knowledge, skills and expertise
- Knowledge of current curriculum developments and innovative classroom practices
- Demonstrated knowledge and understanding of the Victorian and Australian Curriculums, Assessment and Reporting, VCE Framework and Protocols
- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of people and competing tasks
- Proven commitment to ongoing professional learning in contemporary pedagogy
- Demonstrated ability to monitor and assess student learning data at the individual, cohort and whole school level and use this to inform teaching for improved student learning
- Demonstrated capacity to lead large scale change and improvement initiatives which result in cultural change and improved habits of teaching and learning practice
- Demonstrated highly developed interpersonal and communication skills and the ability to liaise and communicate with people at all levels and from varying backgrounds
- Ability to work closely and demonstrate empathy with students and parent/guardians while maintaining the professional role of a guide and administrator
- Highly developed understanding of ICTs appropriate use in schools
- Ability to work independently and effectively in the face of changing priorities, deadlines and pressures

Additional Information

Annual Review Meetings

Actively participate in the Annual Review Meeting (ARM) process with the Principal or Principal's nominee (Assessor). The ARM is a positive process for the Teacher and Assessor to:

- Identify and establish professional development goals and avenues for professional development;
- Assist the Teacher in relation to the Australian Professional Standards for Teachers (the Standards); and
- Affirm achievements and identify areas for improvement and development.

Meetings

Attend staff meetings and other meetings as required.

Professional Development

Relevant professional development can be accessed by the Head of Teaching and Learning - Glenroy.

Management of Staff

As a POL holder the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the College's policies and procedures. As a POL it is expected that the incumbent will conduct Annual Review Meetings with staff, if they are nominated as an Assessor.

Employee Obligations

Policies

All staff are employed under and abide by the *Victorian Catholic Education Multi Enterprise Agreement 2018* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.

Employee Acknowledgement

I have read and understand the content of this position description and undertake to meet the Responsibilities and Accountabilities in an appropriate manner.

Name: _____

Signature: _____ Date: _____