Maguire Years (10-12) Learning Leader – POL 4

Classification:	POL 4
Tenure:	January 2026 – January 2029
Time allowance:	18 periods per week
Reports to:	Deputy Principal - Pedagogy, Learning Design and Innovation
Direct Reports:	Learning Designers (dual report with McAuley Years Learning Leader) · Senior School Administration Assistant (ESS) · VET Coordinator (ESS) · VM Administrator (ESS) · Science Lab Technicians (x2)

Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.
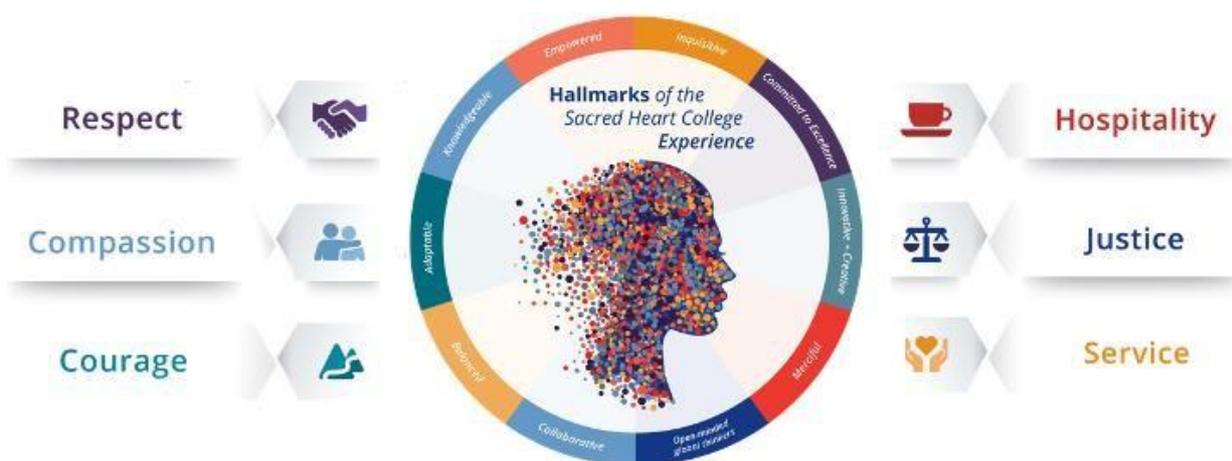
Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The MLJ Learning Designer plays a key role in leading, shaping and managing the College's strategic direction by developing practices in the following areas:

• Learning and Teaching
• Development of self and others
• Leading improvement, innovation and change
• Administration and operational management
• Engaging and working with the community

Position Purpose

Through strong, innovative leadership, the primary purpose of the position is to design and lead learning for the Maguire years (10-12) at the College that reflects:

- diverse sources of information
- 21st century skills
- student choice and agency
- global perspectives
- blended delivery
- external partnerships
- deep learning

Key Responsibilities

Key responsibilities include but are not limited to:

- Collaborate with the Deputy Principal - Pedagogy, Learning Design and Innovation, and the McAuley Years Learning Leader, to lead the design, construction and delivery of learning that is accessible for all learners and creates opportunities for deeper learning.
- Embed the Universal Design for Learning (UDL) Framework, and lead and implement initiatives that maximise student engagement in learning.
- Source and interpret current educational research and data to drive decision making and inform the design of learning and teaching projects for the Maguire years.
- Collaborate with the Learning Designers to develop and embed processes to evaluate the effectiveness of learning and teaching programs using research and knowledge about how students learn.
- Collaborate with the Educational Data Specialist to collate, interpret and utilise data to drive innovation and continuous improvement in the application of the VCE framework and VCE results.
- Cultivate and sustain external partnerships that broaden the opportunities for students in the Maguire years to participate in educational programs beyond the College, including University study.
- Contribute to the development of the Student Learner Dispositions, including their application to students in the Maguire years and potential to become an additional certification for SHC graduates.
- Liaise with VCAA to ensure best practice in the implementation of relevant VCE policies and procedures.
- Support staff engagement with targeted VCE professional learning.
- Collaborate with the POL 4 network to further the development of key learning and teaching initiatives and programs.
- Oversee the development of the Curriculum for VCE Units 1 to 4 and VET

Other accountabilities and duties

In addition to the primary purpose and key priorities, the Maguire Years Learning Leader will:

- Undertake other reasonable duties as directed

- Document and maintain procedures relevant to the position

- Comply with the standards of a Child Safe organisation

- Maintain and contribute to individual and collective responsibility for Health and Safety at the College

- Undertake relevant professional and technical development

The Maguire Years Learning Leader will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the position are undertaken.

Key Relationships

The Maguire Years Learning Leader works collaboratively and dynamically to establish and drive effective partnerships both within the College and the community.

Key relationships include:
- Deputy Principal – Pedagogy, Learning Design and Innovation
- McAuley Years Learning Leader
- Senior School Administrator
- VET Coordinator, VM Coordinator and Pathways Coordinator
- Learning and Teaching POL network
- POL 4 network
- Inclusion and Diversity network
- House Leaders
- Teachers

Skills, Experience and Qualifications

Essential:
- Tertiary qualifications in Education with evidence of continuous formal learning in a relevant field.
- Experience leading the design, construction and delivery of learning in a secondary school setting, preferably at the senior end of schooling.
- Accreditation to Teach RE or Lead in a Catholic School, working towards attainment or preparedness to commence working towards attainment.
- Experience in the development and analysis of plans and initiatives that support achievement of strategy.
- Demonstrated success leading others and positively influencing change.
- Experience managing projects and resources.
- Strategic and forward-thinking approach
- Highly developed written and verbal communication skills

Desirable:
- Experience in a faith-based setting, and capacity to positively advance the College's mission and Mercy values.

All employees are subject to appropriate employment and compliance checks prior to and during employment.

This position requires:
- current VIT registration, or
- current Police Check and Employee Working with Children Check and

Child Safety

The Maguire Years Learning Leader will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;

- they are suitably qualified and capable to undertake the responsibilities within;

- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and

- that other reasonable duties may also be allocated.

POL 4 Levels of Competence

Results Orientation	• Exceeds goals, and/or • Improves performance, and/or • Redesigns practices, and/or • Transforms the educational model
Strategic Orientation	• Defines multi-year strategy, and/or • Further develops College strategy across multiple areas, and/or • Creates high-impact strategy, and/or • Develops a breakthrough strategy
Collaboration and Influence	• Motivates others, and/or • Facilitates cross-group collaboration, and/or • Establishes a collaborative culture, and/or • Forges transformational partnerships
Team Leadership	• Inspires team commitment, and/or • Empowers teams to work independently, and/or • Motivates diverse teams to perform, and/or • Builds a high-performance culture
Organisational Capability Development	• Systematically builds team capability, and/or • Assists development outside of immediate team, and/or • Builds organisational capability, and/or • Instils a culture focused on talent management
Change Leadership	• Presents a compelling case for change, and/or • Mobilises others to initiate change, and/or • Drives College-wide momentum for change, and/or • Embeds a culture of change
Educational Understanding	• Demonstrates a deep understanding of education and empowers staff and students, and/or • Generates insights regarding the future of education, and/or • Identifies emerging educational opportunities, and/or • Sees how to transform education
Inclusion	• Functions well across diverse groups, and/or • Facilitates engagement between factions, and/or • Strategically increases employee diversity, and/or • Creates an inclusive culture
Community Engagement	• Seeks input beyond the immediate community, and/or • Shares findings and new learnings with other professionals, and/or • Strategically increases community engagement, and/or • Embeds a culture of community engagement
Financial and Physical Resource Management	• Develops and implements long term resource-maximising strategies, and/or • Facilitates the sharing of resources across groups, and/or • Expands revenue streams, and/or • Builds a culture of sustainable resource management