

My Learning Journey (MLJ) Designer – POL 3

Classification:	POL 3
Tenure:	January 2026 – January 2029
Time allowance:	12 periods per week
Reports to:	Deputy Principal – Pedagogy, Learning Design and Innovation; <i>and</i> Deputy Principal – Staffing and Student Programs
Direct Reports:	N/A

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



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Position Purpose

The primary purpose of the position is to shape the College's Learning and Teaching practices to ensure that learning is purposeful, engaging, accessible to all students, and reflects:

- 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 Principals and Learning POL network to further develop the framework that supports students' learning journey: the McAuley and Maguire Years
- Collaborate with the POL4 network to actively develop the My Learning Journey process, broadening and communicating student choice in developing personalised learning programs both within and beyond the classroom.
- Enhance communication about learning opportunities to facilitate deep student engagement with My Learning Journey.
- Support students in making informed and appropriate choices regarding their learning pathways and liaise with families to establish meaningful dialogue that supports student learning.
- Support staff engagement with MyLearning Journey through the timely delivery of key professional learning and creation of resources to support their role in the process.
- Liaise with key stakeholders during the decision-making process for students, including the Educational Data Specialist, Inclusion and Diversity Network, House Leaders and Mentor Teachers for collating data to support appropriate student choice.
- Liaise with and work closely with the College Timetabler across all aspects of student programs.

Other accountabilities and duties

In addition to the primary purpose and key priorities, the MLJ Learning Designer 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 MLJ Learning Designer will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the position are undertaken.

Key relationships

The MLJ Learning Designer works collaboratively and dynamically to establish and drive effective partnerships both within the College and the community.



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- Deputy Principal – Pedagogy, Learning Design and Innovation; and, Deputy Principal – Staffing and Student Programs
- Learning POL network
- Careers and Pathways
- Educational Data Specialist
- POL 4 network
- College Timetabler

Skills, Experience and Qualifications

Essential:

- Tertiary qualifications in Education with evidence of continuous formal learning in a relevant field.
- Accreditation to Teach RE or Lead in a Catholic School, working towards attainment or preparedness to commence working towards attainment.
- Ability to lead others.
- Forward thinking and innovative.
- Highly developed written and verbal communication skills

Desirable:

- Experience managing projects and resources.
- 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

Child Safety

The MLJ Learning Designer will promote a child safe culture. They will promote and be committed to the College's childsafe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct, VIT 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.



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POL 3 Levels of Competence

Results Orientation	<ul style="list-style-type: none"> • Sets and works to achieving goals, and/or • Exceeds goals, and/or • Improves performance, and/or • Redesigns practices
Strategic Orientation	<ul style="list-style-type: none"> • Sets multiyear priorities, and/or • Defines multi-year strategy, and/or • Further develops College strategy across multiple areas, and/or • Creates strategy
Collaboration and Influence	<ul style="list-style-type: none"> • Actively engages with colleagues, and/or • Motivates others, and/or • Facilitates cross-group collaboration, and/or • Establishes collaborative culture
Team Leadership	<ul style="list-style-type: none"> • Gets input from team, and/or • Inspires team commitment, and/or • Empowers teams to work independently, and/or • Motivates diverse teams
Organisational Capability Development	<ul style="list-style-type: none"> • Actively supports team members' growth, and/or • Systematically builds team capability, and/or • Assists development outside of immediate team, and/or • Builds organisational capability
Change Leadership	<ul style="list-style-type: none"> • Points out need for change, and/or • Presents a compelling case for change, and/or • Mobilises others to initiate change, and/or • Drives wider momentum for change
Educational Understanding	<ul style="list-style-type: none"> • Investigates and researches education broadly and engages in use of data and professional learning, and/or • Demonstrates a deep understanding of education and empowers staff and students, and/or • Generates insights regarding the future of education, and/or • Identifies emerging opportunities
Inclusion	<ul style="list-style-type: none"> • Integrates other points of view, and/or • Functions well across diverse groups, and/or • Facilitates engagement between factions, and/or • Strategically increases employee diversity
Community Engagement	<ul style="list-style-type: none"> • Clearly outlines how input from stakeholders has been utilised to bring about change, and/or • Seeks input beyond the immediate community, and/or



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	<ul style="list-style-type: none"> • Shares findings and new learnings with other professionals, and/or • Increases community engagement
Financial and Physical Resource Management	<ul style="list-style-type: none"> • Actively pursues alternative to improve efficiency, and/or • Develops and implements long term resource-maximising strategies, and/or • Facilitates the sharing of resources across groups, and/or • Expands revenue streams



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