



Penola Catholic College Position Description



Position Title	Advanced Learning Programs Coordinator
Classification	Teacher, Position of Leadership (POL) – Level 3
Tenure	2026 - 2028
Reports to	Principal, Deputy Principal Learning and Teaching

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 Advanced Learning Programs Coordinator is responsible for the leading the development, operation and expansion of the Advanced Learning Program from 7-12. The College's Advanced Learning Stream is one element of the Advanced Learning Program, along with a diverse range of extension and enrichment learning opportunities within and beyond the College aimed to extend highly able, gifted and talented learners.

Responsibilities and Accountabilities

Advanced Learning Program

- Identify and expand of a suite of extension programs and opportunities to extend students in and beyond the Advanced Learning Program including but not limited to:
 - Academic Competitions
 - Enrichment Programs
 - Learning Immersions
 - Mentorship Programs
 - Complex Problem-Solving challenges
 - Public Speaking and community engagement opportunities
 - Creative thinking challenges
 - University outreach programs
 - Local, State, National and International programs
- Identify students who would benefit from extension experiences and promote the relevant opportunities.
- Liaise with relevant College faculties and departments to coordinate the allocation of staff to coordinate College participation in advanced learning programs.
- Liaise with and support the LEAP Program Coordinator in the planning and coordination of the program.
- Contribute to publications and communication channels to share the positive achievements and developments of the program.

Advanced Learning Stream

- Oversee the development of the Advanced Learning Stream in Years 7 & 8 in 2025 and extending into Year 9 in 2026 and Year 10 in 2027.
- In conjunction with the Heads of Learning, work with teachers in the program to support the development of effective pedagogical approaches, and opportunities for vertical and/or lateral extension.
- Identify and support teachers to implement 'value-add experiences' for students in the program that enrich their learning beyond the classroom, including the Future Leaders and Innovators (FLI) program.
- Develop, oversee and document the process of selecting students for the Advanced Learning program.
- Contribute feedback to the staffing of the Advanced Learning Stream.
- Where required, manage and document the process of students exiting the Advanced Learning program.
- Regularly visit classrooms in the Enhanced Learning program to identify opportunities for improvement, celebrate successes and support teachers to engage in responsive teaching
- Contribute to publications and communication channels to share the positive achievements and developments of the program.
- Perform such other duties as may be required by the Principal.

Experience and Qualifications

Commitment to Catholic Education

- 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

- 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

Essential

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation)

Desirable

- Accreditation to Teach Religious Education
- 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

- 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

- Experience and/or qualifications in gifted & talented education
- Ability to develop creative, engaging and challenging curriculum experiences for students from Year 3-10
- Highly developed administrative and time management skills
- Demonstrated high level interpersonal, communication and teamwork skills
- Demonstrated initiative and ability to be flexible and adaptable and to work as part of a team
- Ability to evaluate current practices and liaise effectively with other staff in terms of developing and implementing more efficient and productive processes
- Ability to advise and liaise with a wide range of stakeholders including the school community, the wider community and education and training bodies
- Ability to work closely and demonstrate empathy with students and parent/guardians while maintaining the professional role of a guide and administrator

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 Learning

Relevant professional learning can be accessed with the approval of the Deputy Principal Learning and Teaching.

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 *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

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.