

POSITION DESCRIPTION

Learning Leader English & Literacy



The position of Learning Leader is a cross-campus leadership position at the College. The Learning Leader is a transformational, passionate and creative member of the Learning & Teaching Team who reports to the Deputy Principal (Learning & Teaching), Director of Learning & Teaching, and the Curriculum Leaders. The Learning Leader is responsible for the development of experiences that create opportunities for all students to achieve their full potential.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Responsibilities:

Leading People

- Lead Learning Area teams with a focus on collaboration, professional learning, and shared responsibility for student outcomes.

- Lead the ongoing professional learning of the Learning Area team, strengthening the collective expertise in curriculum design and evidence-based instructional practice specific to the discipline.
- Support the professional growth of individual teachers through mentoring, feedback, goal setting, and involvement in the College Coaching program.
- Mentor staff to develop effective teaching strategies specific to their learning area, for teaching students of mixed abilities.
- Engage in staff recruitment and load allocation processes as required.
- Plan for and develop professional learning for members of the Learning area.

Leading Curriculum and Assessment

- Lead the development, documentation, implementation and regular review of curriculum from Years 7–12, ensuring alignment with the Victorian Curriculum, VCE, VET and any other relevant frameworks.
- Manage Learning Area documentation and assessment within the school's Learning Management System, ensuring curriculum and assessment information is accurate and up to date.
- Foster continuous improvement in pedagogy, assessment practices, and differentiation within the Learning Area.
- Oversee the delegation of curriculum development responsibilities across the team, ensuring equitable distribution of tasks and opportunities to all team members.
- Oversee the team in the organisation of examination writing, assessment, reporting and curriculum mapping for the Learning Area.
- Analyse student performance data to identify trends, inform planning, and guide professional discussions and learning.
- Develop, evaluate and contribute to programs that support learner needs, including transition programs, subject selection and Pre-Start initiatives.
- Support the development and implementation of co-curricular activities that enhance engagement in the Learning Area.
- Lead the development and review of electives and curriculum offerings.
- Contribute to whole-school Learning and Teaching initiatives and the implementation of the School Improvement Framework.

Managing Resources

- Manage the Learning Area budget, ensuring appropriate purchasing, allocation and maintenance of resources, equipment and learning materials.
- Coordinate the investigation, trial and implementation of Learning Area resources, and associated staff training.
- Review and maintain the book listed or subscribed resources for the subjects within the Learning Area
- Oversee the work schedules and duties of support staff (e.g., lab technicians, school officers) where applicable.

- Promote the Learning Area across the school community through displays, publications, events and contributions to newsletters/yearbooks.
- Contribute to the organisation and staffing of events such as excursions, incursions, competitions and extra-curricular activities.

English & Literacy

- Manage the Tier 2 Literacy & Numeracy intervention program in collaboration with the Learning Leader: Numeracy

OTHER DUTIES

- Other duties as required by and negotiated with the Principal
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and the developing nature of the College

Position Classification:

- Position: Learning Leader English and Literacy
- Remuneration: As per VCMEA
- Position of Leadership: POL 3
- Tenure: 3 Years
- Review: Annual reviews based on self and peer appraisal and goal setting.

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

Essential requirements

- Tertiary qualification in Education, or a related field.
- Experience in school and students' leadership roles.

Faith Leadership:

- Commitment to the values and ethos of Catholic education.

Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.
- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices