



Applied Learning Leader

OVERVIEW

Star of the Sea College is a Catholic Independent girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has been under the governance of Kildare Ministries.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Annual Action Plan.

The Applied Learning Leader ensures the efficient functioning of all aspects of the Victorian Certificate of Education-Vocational Major (VM) and Vocational Educational Training (VET) programs including Unit Plans, student selections, assessment and reporting and the completion of units. The Applied Learning Leader oversees the planning, implementation and evaluation of the VM and VET programs of the College.

In this capacity, the Applied Learning Leader must have specific knowledge about the workforce and opportunities for the future and knowledge of transferable skills, attitudes and values required by employers.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members. All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current Working with Children Check (WWC). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.



MAJOR AREAS OF RESPONSIBILITY

The Applied Learning Leader's major areas of responsibility are to:

- Develop and implement the VCE Vocational Major and VCE VET curriculum and assessment and maintain reporting records for quality assurance and auditing purposes.
- Inform students and the College community of current VM and VET options.
- Model professional standards and manage staff.
- Prepare VM and VET students for off-campus activities, studies and work placements.
- Undertake administration tasks associated with the role.
- Liaise with TAFE organisations in regard to VET student attendance and achievements.

DUTY STATEMENT

The following duties are aligned with the major areas of responsibility.

Curriculum development and quality assurance	Development and implementation of VM and VET curriculum and assessment, and maintenance of reporting records and quality assurance involves: • Establishing individual student VM and VET programs and, in consultation with the student and parent/guardian, revising programs as needed. • Assisting teachers to develop learning materials, resources and activities in order to meet the VM and VET criteria and attend to individual student needs. • Assisting teachers to develop appropriate assessment instruments for the learning outcomes of VM and VET units delivered in the College. • Providing timely enrolment and assessment information to the VASS Administrator so as to meet VASS data timelines. • Attending VCAA Quality Assurance sessions and participating in the quality assurance process. • Developing strong relationships between key stakeholders in order to provide a high standard of delivery within the VM and VET programs: VM teachers, VET teachers, the Learning Diversity Team, Careers Leader, Head of Senior Studies, VASS Administrator, mentors and Year Level Leaders, Deputy Principal Students, Deputy Principal Learning and Teaching, Director of Learning and external stakeholders.
---	---



Information and communication	Informing students and the College community of current VM and VET options involves: • Promoting VM and VET to the College community and providing information to support the integration of VM and VET into a whole-school approach to student pathways. • Liaising with TAFEs in regard to VET student attendance and achievement. • Maintaining timely and effective communications with students and their families in the VM and VET programs. • Providing updates on the VM and VET programs and initiatives on a regular basis to the Director of Learning and the Head of Senior Studies. • Ensuring VM and VET students are recognised through appropriate awards and assemblies. • Supporting student enrolments VET courses and establish lines of communication with providers in regard to student performance and attendance.
Professional standards and staff management	The Applied Learning Leader sets professional standards for teaching and learning across the faculty. This is demonstrated by: • Developing a means to ensure high standards of learning and teaching throughout the faculty that are evidenced by: ○ Positive, effective learning environments in classes. ○ Innovative learning and teaching strategies. • Generating professional learning opportunities for faculty members by: ○ Circulating professional reading. ○ Promoting involvement with appropriate educational associations. ○ Encouraging attendance at applicable conferences, seminars and workshops. ○ Attending VM and VET professional learning activities and local network meetings in order to maintain program quality, support for program delivery and current information. The Applied Learning Leader utilises the talents and abilities of faculty members and provides them with opportunities for professional growth through:



	• Setting expectations during the induction of staff new to the Faculty. • Sharing best practice and providing training opportunities.
Off campus activities	In preparing VM and VET students for off-campus activities, studies and work placements, the Applied Learning Leader will: • Support and work with VM and VET staff on organisational aspects of excursions, guest speakers, work placements and camps. • Provide support services or referrals for VM and VET students.
Administration	The Applied Learning Leader is responsible for the effective and efficient administration and management of the faculty. These responsibilities include: • Conducting meetings that facilitate the faculty's success by: ○ Timely preparation and distribution of an agenda and minutes. ○ Ensuring decisions are recorded for later access and reference by all. ○ Collaborating with members of the College Leadership Team about staff selection, deployment and timetabling ○ Communicating with members of the College Leadership Team about current issues, future needs, opportunities and stressors. ○ Competently managing resources to support learning and teaching and maintaining accurate records of expenditure against budget – capital and recurrent. • Managing the faculty content for: ○ The production of handbooks and curriculum outlines. ○ Electronic filing of relevant curriculum documentation and resources. ○ Accessible online resources for staff and students. ○ Online reporting templates. ○ Reporting on faculty events for various platforms such as the College publications. ○ Promoting the achievements of the faculty. ○ Maintaining College VM and VET documentation for auditing purposes.



Other duties and responsibilities may be assigned to the Applied Learning Leader by the Principal, the Deputy Principal – Learning and Teaching or the Director of Learning from time to time. The major areas of responsibilities and the duty statement are intended as a guide and are not intended to be an exhaustive list of responsibilities and duties assigned to the position.

CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Applied Learning Leader will be due to capabilities across a broad range of the following areas:

Attributes

- Respect for the Mission, identity and guiding principles of education in the Presentation tradition at Star of the Sea College.
- A passion for teaching, as well as leading the learning and teaching program.
- A tenacious and resourceful approach to work.
- Perseverance, sensitivity, courage and patience in the face of complex and difficult situations
- Authenticity, trustworthiness and reliability.
- Optimism, confidence and enthusiasm when motivating others.
- Readiness to actively contribute to Committee work.

Dispositions

- A vision for the subject informed by Star of the Sea College's Learning Charter.
- Collaborative and flexible participation in professional settings.
- Openness to change and to learning in all situations.
- An approachable and active listener.
- A high level of motivation to ensure learning and teaching standards foster student achievement and success.
- Determination to achieve the goals set for the faculty's success each year.
- Empathy and commitment to the learning needs of Star of the Sea College students.

Knowledge and Understandings

- Solid knowledge of the VM and VET curriculum and a knowledge of current state and national curriculum developments.
- Knowledge of the appropriate avenues and resources for seeking information, support and clarification for faculty business.
- Knowledge of the College's policies that impact on the teaching of this subject.
- Understanding the need for accountability.
- Understanding the appropriateness of communication with Leadership Team members when managing staff, student or parent issues.



Skills and Capabilities

- A proven record as an exemplary teacher.
- The ability to form teams and sustain teamwork throughout the term of the appointment.
- The ability to analyse data and trends so as to monitor student progress and develop strategies for improved learning.
- The ability to analyse data and trends to inform curriculum planning.
- Demonstrated ability to communicate clearly, personably and effectively in ways that engage staff, students and parents in the learning and teaching program.
- The ability to work collaboratively, flexibly, independently and creatively in a demanding environment.
- Excellent capabilities in the integration of technology appropriate to contemporary education.
- The ability to successfully use the time allocation to fulfil the responsibilities of this position of leadership.
- The capacity to reflect on one's leadership performance and style.
- The ability to implement effective and efficient work practices across the Faculty.
- The ability to locate information quickly and accurately.
- The capacity to negotiate.
- The capacity to pay close attention to detail.
- The capacity to maintain professional relationships with organisations on behalf of the College where necessary.

NOTES

This role description is subject to review and modification by the Principal or delegate, in negotiation with the incumbent, in response to the evolving needs of the College and the experience and expertise of the incumbent.

It is expected that the Applied Learning Leader undertakes regular professional development in order to maintain a high level of awareness of current trends in the major areas of responsibility associated with the role.

The Applied Learning Leader is expected to comply with legislation in relation to occupational health and safety practices and participate in consultative processes to ensure workplace safety for staff and students.

The incumbent of this position will, from time to time, be required to be onsite or undertake duties outside of normal hours.



CONDITIONS OF EMPLOYMENT

Direct Report To	Director of Learning
Qualification and Requirements	Appropriate tertiary qualifications, with further study an advantage VCEA Accreditation to Teach in a Catholic School VIT Registration First Aid Qualifications
Classification	Position of Leadership: POL 3 Time Allowance: 6 periods per cycle
Salary	Entitlements under the Catholic Education Multi Enterprise Agreement (2022)
Approved By	Principal
Version	1
Amendments	