



Position Description

Title: **DOMAIN LEADER**
Responsible to: **PRINCIPAL**
Report to: **DEPUTY PRINCIPAL LEARNING & TEACHING,
DEPUTY PRINCIPAL OPERATIONS, STAFFING & STRATEGIC INTENT**

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 2
Tenure: Three years with a possible further three years upon successful appraisal
Time Allowance: 6 periods per cycle

The Domain Leader is expected to commit to the Catholic Ethos of the College and carry out the role in a manner that reflects the Vision and values articulated in the College Mission Statement in accordance with the College Strategic Plan and the School Improvement Plan.

STATEMENT OF DUTIES	
Faith Leadership	<ul style="list-style-type: none">• Contribute through word and action to the evangelising mission of the Catholic Church.• Build and articulate the Catholic Identity of St Francis Catholic College.• Demonstrate an understanding and ability to develop the whole person.• Promote gospel values through actions and implementation of the House Program.
Pastoral Care and Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.• Provide students with a child-safe environment.• Be familiar with and comply with the College child-safe policy and code of conduct and any other policies or procedures relating to child safety.• Provide an exemplary standard of pastoral care to staff, students and parents.
Contemporary Learning and Teaching	<ul style="list-style-type: none">• Contribute to the enactment of the vision for learning at the College through a solution focussed coaching model.• Promote and foster the implementation of the College strategic plan and annual implementation plan.• Set goals for the development and implementation of a culture of best practice in learning and teaching.• Develop and monitor strategies to promote growth in student literacy and numeracy.• Promote the development of students and staff as lifelong learners.• Demonstrate a capacity to lead effective change management processes.• Attend Domain leader meetings.• Build capacity in teaching staff through a solution-focused coaching model.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Model and promote 21st-century evidence-based pedagogy. • Contribute to any College curriculum reviews. • Ensure an annual review of the teaching and learning programs including curriculum documentation. • Coordinate the development and implementation of the curriculum. • Coordinate and moderate assessment processes within specific subject and learning areas. • Participate in the appraisal process. • Be responsible for the maintenance of high standards of teaching effectiveness in the subject(s) and learning area and the quality of curriculum development and evaluation. • Encourage the appropriate integration of ICT across the curriculum in the learning area.
Professional Learning Course Documentation and Assessment	<ul style="list-style-type: none"> • Maintain membership of associations, and regularly convey relevant information to members of the subject and learning area. • Act as the College contact person for the learning area. • Be familiar with educational research regarding Learning and Teaching for specific subject(s) and the learning area and encourage the adoption of evidence-based pedagogy. • Coordinate the writing of units and work programmes, ensuring the agreed format is used. • Convene regular after school meetings of staff teaching in the learning area. • Ensure teachers are following the course documents as required e.g. Victorian Curriculum and VCAA. • Facilitate the development and monitor assessment within the learning area, ensuring there are regular common assessment tasks at all year levels. • Monitor the preparation of student reports for each subject in the learning area ensuring they conform to the Assessment and Reporting Guidelines and that they are completed by the due date. • Prepare booklist requirements and check booklist proofs. • Prepare all the required documentation for Year Level Course Information Booklets.
Meetings/Information Evenings/Reporting	<ul style="list-style-type: none"> • Participate in the Domain and Learning Leaders Committee that oversees Curriculum developments within the College. • Attend appropriate Year Level Information Evenings e.g. VCE Information Night. • Report to the Domain and Learning Leaders Committee and/or staff meetings on special events in the subject and learning area.
Resource Monitoring/Purchase	<ul style="list-style-type: none"> • Collate and file advertising brochures, subject newsletters, magazines and Professional Learning opportunities within the learning area and distribute any relevant information to other teachers. • Manage the learning area budget(s) and oversee the ordering of resources and equipment appropriate to the subject or learning area through the College Librarian and where appropriate, the Finance Manager. As part of this process, Domain Co-ordinators will monitor the balance of money allocated to that particular subject or learning area. • Liaise with the Librarian concerning the purchase of general reference materials (including inspection copies) related to the learning area and ensure resources are available for current teachers of the subject and technicians. • Maintain an inventory of, and do a periodical stocktake of, subject resource materials and equipment, and be responsible for their storage and care.
Staffing	<ul style="list-style-type: none"> • Consult with the Learning Diversity Leaders over the appropriate use of the Learning Support staff in the subject and learning area. • Make recommendations to the Principal and the College's senior management team on staff allotments in the subject and learning area.

STATEMENT OF DUTIES	
Subject Promotion/ Special Events	<ul style="list-style-type: none"> • Provide leadership, guidance and encouragement for staff in the learning area. • Assist in general administrative matters. • Monitor the opportunity for, and provision of, Professional Learning time for teachers in the learning area through liaison with the Deputy Principal Learning and Teaching and the Deputy Principal Operations, Staffing and Strategic Intent. • Actively promote the learning area in the College community. • Organise activities in the specific subject or learning area for Orientation Days. • Coordinate any excursions particularly related to the learning area.
Catering for Individual Differences	<ul style="list-style-type: none"> • Promote and facilitate opportunities to enhance the learning of high-achieving students. • Promote opportunities for students requiring additional support to develop academically and remain engaged in their learning.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated capacity to model 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. • Commitment to own personal faith journey. • A demonstrated capacity to instil in staff and students a respect for each other in accordance with the teachings of Jesus Christ. • An ability to integrate the Church's teachings into all aspects of staff wellbeing. • Demonstrated capacity to lead the Vision, Values and Principals of Catholic Education.
Commitment to Child Safety	<ul style="list-style-type: none"> • 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 and reportable conduct). • Be a suitable person to engage in child-connected work.
Education and Experience	<ul style="list-style-type: none"> • Teaching qualifications. • Current Victorian Institute of Teaching (VIT) registration. • Accreditation to teach in a Catholic school (or be working towards such accreditation).
Learning and Teaching	<ul style="list-style-type: none"> • Strong interpersonal skills in the context of relating to staff, students, parents and College support groups and members of the community. • Highly developed communication, planning, decision-making and negotiation skills. • Appropriate expertise and experience in the areas of Teaching and Learning and Wellbeing in a Catholic school context. • Demonstrated experience in leading best practice in the management of people and resources. • Demonstrated ability to build capacity in others. • Demonstrated experience in using ICT. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the School Improvement Plan. • Demonstrated passion for learning and ability to share this with others. • Ability to utilise data to improve student outcomes. • Demonstrated ability to successfully lead change.
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team – highly relational.

SELECTION CRITERIA	
	<ul style="list-style-type: none">• Ability to think strategically and plan for innovation.• Outstanding oral and written communication skills, including the ability to communicate with children, parents and the wider school community.• Self-motivation and confident with an ability to build capacity in others.• Ability and willingness to accept policy directives.• Highly effective time management skills.