



## Position Description

**TITLE:** **DIRECTOR OF LEARNING AND TEACHING  
MELTON CAMPUS**

**Report to:** Deputy Principal-Learning and Teaching  
Deputy Principal – Operations, Staffing, and  
Strategic Intent

### REMUNERATION & TIME ALLOWANCE

**Position of Leadership Allowance:** POL 4

**Tenure:** Three years with a possible further three years upon  
successful mid-POL appraisal.

**Time Allowance:** 14 periods per cycle

The Director of Learning and Teaching is expected to commit to the vision and values of St Francis Catholic College (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 School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

It is vital that the Director of Learning and Teaching liaise closely with College executive members to promote in voice and action our philosophy of dual campus, one College.

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.</li><li>• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.</li><li>• Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.</li><li>• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.</li><li>• Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).</li><li>• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.</li></ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li></ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Provide students with a child-safe environment.</li> <li>• 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.</li> <li>• Provide an exemplary standard of pastoral care to staff, students and parents/carers.</li> </ul>
<b>Teaching Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>.</li> <li>• Implementation of explicit instructional practice.</li> <li>• Actively lead teaching team processes for curricular/lesson planning, assessment design, moderation, and data analysis.</li> <li>• Lead high-quality professional conversations that enhance professional knowledge, expectations, and practice.</li> <li>• Facilitate team-based leading that involves engaging with research evidence and data, intentionally practising strategies in classrooms and reflecting on the impact.</li> <li>• Model, mentor and coach teachers towards instructional excellence through evidence-informed lesson demonstrations, instructional coaching, observations, and feedback.</li> <li>• Support the effective use of data and assessment to track learner progress over time and to evaluate the effectiveness of programs and practices.</li> <li>• Actively build team psychological safety and collective efficacy.</li> <li>• Participate in the staff appraisal process and conduct ARMs.</li> <li>• Enact the vision for learning at the College through a solution-focused coaching model.</li> <li>• Support and enact the Vision of the College: “12 months growth for 12 months of learning for every student”.</li> <li>• Promote and foster implementation of the College SIF and AAP.</li> <li>• Establish goals for developing and implementing a culture of best practice in learning and teaching.</li> <li>• Develop and monitor strategies to promote growth in student literacy and numeracy.</li> <li>• Promote the development of students and staff as lifelong learners.</li> <li>• Demonstrate a capacity to lead effective change management processes.</li> <li>• Conduct Learning and Teaching meetings in the absence of the Deputy Principal Learning and Teaching.</li> <li>• Support Domain and Learning Leaders in building capacity and best practise in their staff.</li> <li>• Work collaboratively with Domain Leaders to develop and implement College policy relating to Learning and Teaching.</li> <li>• Chair Domain and Learning Leaders Meetings</li> </ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Meet regularly with the Domain Leaders to ensure smooth running of every department across the College</li> <li>• Work collaboratively cross campus with the Director of Learning and Teaching, Cobblebank Campus.</li> <li>• Build capacity in teaching staff through a solution-focused coaching model.</li> <li>• Demonstrate exemplary learning and teaching practise and a commitment to continuous improvement in pedagogy.</li> <li>• Work with the Middle Years Curriculum Leader to enact the high-impact and high-leverage strategies that lead to the creation of a positive and contemporary learning and teaching environment.</li> <li>• Contribute to any College curriculum reviews.</li> <li>• Liaise with the Domain Leaders to ensure there is an annual review of the teaching and learning programs including curriculum documentation.</li> <li>• Coordinate a review of the implementation of the curriculum to ensure it aligns and reflects what is being delivered at both campuses.</li> <li>• Work with Domain Leaders in the maintenance of high standards of teaching effectiveness in all subjects and learning areas.</li> <li>• Together with the Middle Years Curriculum Leader and Deputy Principal Learning and Teaching evaluate the quality of curriculum development.</li> <li>• Encourage the appropriate integration of ICT across the curriculum in all learning areas.</li> <li>• Understand and plan for adherence to State and National course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV.</li> <li>• Ensure best practice of documentation across the College of State and National course requirements in conjunction with the Deputy Principal Learning and Teaching.</li> <li>• Engage in learning and teaching progress discussions with colleagues.</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum.</li> <li>• Support and promote growth in all staff in understanding the learning continuum and the importance of growth for every student.</li> <li>• Liaise with appropriate personnel to ensure effective and efficient organisation of the College reporting and assessment requirements across the campus.</li> <li>• Deputise for the Deputy Principal Learning and Teaching as required to ensure programs and curriculum are delivered accurately.</li> <li>• Provide opportunities for staff to develop data literacy.</li> <li>• Promote and monitor the use of high-impact teaching strategies in the classroom.</li> <li>• Act as the campus contact person for all learning areas.</li> <li>• Actively coach subject teachers through the St Francis Catholic College GROWTH Coaching Model.</li> </ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Ensure collaboration with Middle Years Curriculum Leader and Year 9 Leader to ensure documentation, compliance and correct implementation of NAPLAN occurs at the campus.</li> <li>• Analyse NAPLAN data with the Deputy Principal Learning and Teaching to develop strategies to improve student outcomes.</li> <li>• Ensure PAT tests occur within the data testing timeline by collaborating with Middle Years Curriculum Leader and Year 9 Leader.</li> <li>• Promote the use of student data (PAT, NAPLAN) by all teachers to improve learning outcomes.</li> <li>• Ensure the provision of booklists and textbooks are updated regularly and provide financially responsible resources for students.</li> <li>• Monitor the opportunity for Professional Learning for teachers in the various learning areas through liaison with the Deputy Principal Learning and Teaching, Deputy Principal – Operations, Staffing, and Strategic Intent and Domain Leaders.</li> <li>• Regularly convey relevant information to members of the subject and learning areas as requested by Domain Leaders.</li> <li>• 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.</li> <li>• Participate in the Curriculum Executive that oversees curriculum developments within the College.</li> <li>• Liaise with the relevant leader and coordinate the introduction of new learning and teaching programs introduced at the College or at individual campuses.</li> <li>• Attend appropriate House and Information Evenings.</li> <li>• Report to the Curriculum Executive and/or staff meetings on special events related to the campus on learning and teaching.</li> <li>• Coordinate the Collaborative Curriculum Planning (CCP) meetings for the campus.</li> <li>• Consult with the Diversity Leader and EAL Coordinator over the appropriate use of the support staff in subject and learning areas for the campus.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of first aid, mandatory reporting, asthma, diabetes, and anaphylaxis training.</li> <li>• Demonstrate duty of care to students concerning physical and mental wellbeing.</li> <li>• Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.</li> <li>• Participate in duty supervision as rostered and other supervision duties when required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Uphold the professional standards expected of a teacher.</li> </ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Other duties as directed by the Principal.</li> </ul>

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.</li> <li>• Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.</li> <li>• Ability to help students understand and appreciate Catholic teachings through personal example.</li> <li>• Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).</li> <li>• Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.</li> </ul>
<b>Commitment to Child Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College Child-Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child safe environment for students.</li> <li>• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Demonstrate ability to provide a duty of care for students in relation to their physical and mental wellbeing.</li> <li>• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.</li> </ul>
<b>Teaching Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work collaboratively as part of a team.</li> <li>• Demonstrated ability to promote a culture of 22nd Century adaptive teaching.</li> <li>• Proven ability to lead initiatives which promote 22nd Century Learning.</li> <li>• Demonstrated ability to provide support for all teaching staff to become expert teachers.</li> <li>• Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community.</li> <li>• Demonstrated experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes.</li> <li>• Demonstrated ability to demonstrate an understanding of appropriate behaviours when engaging with students.</li> <li>• Demonstrated capacity to participate in a range of College activities, e.g. sports, sacramental programs, liturgies, camps/excursions.</li> <li>• Demonstrated leadership qualities.</li> <li>• Self-motivation and confident with an ability to build capacity in others.</li> <li>• Demonstrated ability and willingness to accept policy directives.</li> <li>• Highly effective time management and organisational skills.</li> <li>• CPR qualifications (training provided).</li> </ul> <p><b>Essential:</b></p>

SELECTION CRITERIA	
	<ul style="list-style-type: none"> <li>• Teaching qualifications - Masters or Post Graduate Studies in the area of Wellbeing, Leadership, Religious Education or Theology (or working towards).</li> <li>• Current Victorian Institute of Teaching (VIT) registration.</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation).</li> <li>• Accreditation to Teach Religious Education or working towards.</li> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum.</li> <li>• Demonstrated experience in using ICT to teach subject area.</li> <li>• CPR qualifications, training provided.</li> </ul>