



Position Description

TITLE: **DOMAIN LEADER SCIENCE/MATHEMATICS - COBBLEBANK CAMPUS**

Report to: Director of Learning and Teaching Cobblebank Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 3

Time Allowance: 8 periods per cycle

Tenure: Three years with a possible further three years upon successful appraisal

* OPTION to separate role after 12 months*

The Domain Leader Science/Mathematics 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 Domain Leader Science/Mathematics liaise closely with College Leadership members to promote in voice and action our philosophy of dual campus, one College.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- 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.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Assist in the provision of a child safe environment for students.• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.• Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Teaching Duties and Responsibilities	<ul style="list-style-type: none">• Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>.• Implementation of explicit instructional practice.• Actively lead teaching team processes for curriculum/lesson planning, assessment design, moderation, and data analysis.• Lead high-quality professional conversations that enhance professional knowledge, expectations, and practice.• Facilitate team-based learning that involves engaging with research evidence and data, intentionally practising strategies in classrooms and reflecting on the impact.• Model, mentor and coach teachers towards instructional excellence through evidence-informed lesson demonstrations, instructional coaching, observations, and feedback.• Support the effective use of data and assessment to track learner progress over time and to evaluate the effectiveness of programs and practices.• Actively build team psychological safety and collective efficacy.• Actively communicate an explicit improvement direction to align the College around a shared direction on a regular basis.• Make strategic evidence informed investments in the allocation of time, expertise and resources to enable progress in stated improvement priorities.• Promote and participate in teacher professional learning and development aligned with the College SIF.• Build middle leadership capacity to effectively lead teams, support practice improvement, and build a culture of high expectations.• Develop and oversee College approaches in evaluating impact and monitoring progress learning outcomes.• Actively build relational trust and a positive climate for learning of both students and staff.• Contribute to the enactment of the Vision for learning at the College through a solution focussed coaching model.• Build capacity in teaching staff through a solution focused coaching model.

STATEMENT OF DUTIES

- Promote and foster the implementation of the College SIF and AAP.
- Plan the development and implementation of a culture of best practise 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.
- Model and promote 21st-century evidence-based pedagogy.
- Contribute to College curriculum reviews.
- Conduct an annual audit review of the teaching and learning programs including curriculum documentation across Years 7-11, assess relevance, suitability, and literary merit.
- Coordinate the development and implementation of the curriculum.
- Coordinate and moderate assessment processes within specific subject and learning areas.
- Responsible for the delivery of high standards of teaching effectiveness in subject and learning areas and quality curriculum development and evaluation.
- Encourage appropriate integration of ICT across the curriculum in the learning area.
- Attend Domain leader meetings.
- Maintain membership of Associations e.g. STAV and regularly convey relevant information to members of the subjects and learning areas.
- Represent the College as contact person for relevant learning areas.
- Possess knowledge of educational research regarding Learning and Teaching for specific subject(s) and learning areas and encourage the adoption of evidence-based pedagogy.
- Coordinate writing of units and work programmes, ensuring the agreed format is used.
- Convene regular after-hours staff teaching sessions in the learning areas.
- Participate in the appraisal process.
- Ensure teachers are following the course documents as required by the Victorian Curriculum and VCAA.
- Facilitate the development of student reports 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 areas, ensure conformity to the Assessment and Reporting

STATEMENT OF DUTIES

- Guidelines, and adhere to completion deadlines.
- Delivery of accurate booklist requirements.
 - Preparation of required documentation for Year Level Course Information Booklets.
 - Participate in the Domain and Learning Leaders Committee that oversees Curriculum developments within the College.
 - Report to the Domain and Learning Leaders Committee and/or staff meetings on special events in the subject and learning areas.
 - Attend appropriate Year Level Information Evenings.
 - Manage and distribute relevant learning matter, subject newsletters, magazines, and professional learning opportunities to staff within the learning area.
 - Management of learning area budget(s) and oversight of resource and equipment orders appropriate to the subject or learning areas 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 the subject or learning area.
 - Responsible for inventory and periodical stocktake of subject resource materials and equipment, and safe storage.
 - Responsible for completion of Safe Operating Procedures across all relevant Science subjects.
 - Oversee the completion of Chemical Registers across the Science subjects.
 - Oversee responsibilities of the Science Assistants.
 - Organise and direct the Science Laboratory Technicians in the general maintenance of equipment and science rooms including beginning and end of year.
 - Contribute to the fit out for the specialised science rooms at Cobblebank.
 - Contribute and coordinate the Science equipment for both campus specialist rooms.
 - Organise promotion and activities for National Science Week at the College.
 - Liaise with relevant Domain Leaders for cross curriculum opportunities to embed STEM units within the junior curriculum.
 - Contribute regular articles to the Newsletter celebrating and highlighting achievements across science and STEM.
 - Organise extra-curricular activities, including activities for Orientation Days.
 - Consult with the Learning Diversity Leaders over the appropriate use of the Learning Support staff in the subject and learning areas.
 - Make recommendations to the Principal and College senior

STATEMENT OF DUTIES

management team on staff allotments in the subject and learning area.

- Provide leadership, guidance, and encouragement for staff in the learning areas.
- Assist in general administrative matters.
- Collate and file advertising brochures, subject newsletters, magazines, and Professional Learning opportunities within the learning area and distribute any relevant information to other teachers.
- Monitor the opportunity for, and provision of, professional learning time for teachers in the learning area through liaison with the Deputy – Learning and Teaching and the Deputy Principal – Operations, Staffing and Strategic Intent.
- Actively promote the learning areas in the College community, including regular College newsletter articles.
- Coordinate any excursions particularly related to the learning areas.
- 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.
- Ensure continuation of lesson content in the event of staff absences due to illness or leave.
- Commit to ongoing professional development in your area of work.
- Continue development of ICT skills as technologies evolve.
- Monitor student achievement across VCE Science and Mathematics subjects to assess capacity to meet minimum tertiary entrance requirements. Support senior Science staff in intervention and effective communication with at risk students and families.
- Facilitate required VCE Science and Mathematics moderation and ranking meetings to ensure consistency in assessment across all classes.
- Support EAL Coordinator in the development of EAL specific Curriculum resources and assessment materials to supplement Science and Mathematics.
- Support Science and Mathematics staff in meeting EAL reporting requirements.
- Ensure an annual review of the teaching and learning programs including curriculum documentation.
- 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 subject teachers and technicians.

STATEMENT OF DUTIES

- Be an active member of a relevant professional association as duties permit.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend College meetings and after-hours services/assemblies, sporting events, mass, community, and faith days.
- Demonstrate professional and collegiate relationships with colleagues.
- Other duties as directed by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- 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.
- Demonstrated capacity to integrate Church teachings into all aspects of the curriculum.
- Ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Demonstrated understanding of child safety.
- Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.
- Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.
- Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.

Teaching Skills and Experience

- Demonstrated strong interpersonal skills in the context of relating to staff, students, parents/carers and College support groups and members of the community.
- Demonstrated highly developed communication, planning, decision-making and negotiation skills.
- Demonstrated expertise and experience in the areas of Learning and Teaching and Wellbeing in a Catholic College context.
- Demonstrated experience in leading best practice in the management of people and resources.
- Demonstrated ability to build capacity in others.

SELECTION CRITERIA

- Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF.
- Demonstrated passion for learning and ability to share this with others.
- Demonstrated experience in the use of ICT.
- Demonstrated ability to utilise data to improve student outcomes.
- Demonstrated ability to successfully lead change.
- Demonstrated ability to work as part of a team – highly relational.
- Demonstrated ability to think strategically and plan for innovation.
- Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents /carers, and the wider College community.
- Exhibit self-motivation and confidence with an ability to build capacity in others.
- Demonstrated ability and willingness to accept policy directives.
- Demonstrated highly effective time management skills.

Essential:

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