



## Position Description

**TITLE:** **DOMAIN LEADER – THE ARTS/TECHNOLOGY  
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 - The Arts/Technology 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 The Arts/Technology 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.
- Assist in the provision of a child safe environment for students.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.</li> <li>• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.</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 curriculum/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>• Contribute to the enactment of the Vision for learning at the College through a solution focussed coaching model.</li> <li>• Promote and foster the implementation of the College SIF and AAP.</li> <li>• Plan the development and implementation of a culture of best practise 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>• Attend Domain leader meetings.</li> <li>• Build capacity in teaching staff through a solution focused coaching model.</li> <li>• Model and promote 21st-century evidence-based pedagogy.</li> <li>• Contribute to College curriculum reviews.</li> <li>• Ensure an annual review of the teaching and learning programs including curriculum documentation.</li> <li>• Coordinate the development and implementation of the curriculum.</li> </ul>

## STATEMENT OF DUTIES

- Coordinate and moderate assessment processes within specific subject and learning area.
- Responsible for the delivery of high standards of teaching effectiveness in subject(s) and learning area and quality curriculum development and evaluation.
- Liaise with Head of Performance regarding student performance opportunities.
- Liaise with Head of Performance regarding Annual College Music and Awards Evening.
- Liaise with Visual Art staff regarding Annual College Art Exhibition.
- Coordinate, oversee and provide work tasks for The Arts and Technology Technicians at Cobblebank campuses across all subjects within the Domain.
- Provide feedback to the Arts and Technology Technicians regarding performance.
- Liaise with Director of Community Relations regarding external Performing Arts Centre bookings.
- Coordinate internal College bookings for the Performing Arts Centre.
- Organise annual staff in-service for all Visual Arts staff on Kiln operation as per MACS regulations.
- Organise annual service for the Kiln as per MACS regulations.
- Liaise with Maintenance Team regarding repairs to all the Arts Domain Learning and Teaching including the Performing Arts Centre.
- Facilitate OH&S Policies and materials stocktakes.
- Completion of Safe Operating Procedures across all relevant Technology subjects.
- Oversee the completion of Chemical Registers across all relevant Technology subjects.
- Oversee half-yearly tool servicing of equipment across all relevant Technology subjects.
- Work alongside Maintenance with actioning OH&S cautions to resolve issues in a timely manner.
- Coordinate activities of the Assistants (The Arts, Wood, Food, Textiles, Materials, IT)
- Organise extra-curricular activities, competitions and activities for The Arts and Technology and Orientation Days.
- Encourage appropriate integration of ICT across the curriculum in the learning area.
- Maintain membership of associations and regularly convey relevant information to members of the subject and learning areas.
- Represent the College as contact person for the learning area.

## STATEMENT OF DUTIES

- Possess knowledge of educational research regarding Learning and Teaching for specific subject(s) and the learning area and encourage the adoption of evidence-based pedagogy.
- Coordinate writing of units and work programmes, ensuring the agreed format is used.
- Convene regular College staff teaching sessions in the learning area.
- 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.
- 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 area.
- 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 general reference materials (including inspection copies) and equipment orders appropriate to the subject or learning area through the College Librarian, and where appropriate, the Finance Manager. As part of this process, Domain Leaders will monitor the balance of money allocated to the subject or learning area.
- Liaise with the Librarian concerning the purchase of general reference materials (including inspection copies), ensure resources are available for current subject teachers and technicians.
- Responsible for inventory and periodical stocktake of subject resource materials and equipment, and safe storage.
- Ensure continuation of lesson content in the event of staff absence due to illness or leave.
- Consult with Learning Diversity Leaders over the appropriate use of the Learning Support staff in the subject and learning area.
- Make recommendations to the Principal and College senior management team on staff allotments in the subject and learning area.
- Provide leadership, guidance, and encouragement for staff in the learning area.
- Assist in general administrative matters.

## STATEMENT OF DUTIES

- Prepare booklist requirements and check booklist proofs.
- 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 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.
- 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.
- Commit to ongoing professional development in your area of work.
- Continue development of ICT skills as technologies evolve.
- 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 as required by the Principal.
- 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.

	<ul style="list-style-type: none"> <li>• Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.</li> <li>• Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.</li> <li>• Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.</li> </ul>
<b>Teaching Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated interpersonal skills, outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community.</li> <li>• Demonstrated expertise and experience in the areas of Learning and Teaching and Wellbeing in a Catholic College context.</li> <li>• Demonstrated experience in leading best practice in the management of people and resources.</li> <li>• Demonstrated ability to build capacity in others.</li> <li>• Demonstrated experience in the use of ICT.</li> <li>• Ability to utilise data to improve student outcomes.</li> <li>• Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF.</li> <li>• Demonstrated passion for learning and ability to share with others.</li> <li>• Demonstrated ability to successfully lead change.</li> <li>• Demonstrated ability to work as part of a team – highly relational.</li> <li>• Demonstrated ability to think strategically and plan for innovation.</li> <li>• Exhibit self-motivation and confidence with an ability to build capacity in others.</li> <li>• Demonstrated ability and willingness to accept policy directives.</li> <li>• Demonstrated highly effective time management skills.</li> </ul> <p><b>Essentials:</b></p> <ul style="list-style-type: none"> <li>• Teaching qualifications – Masters or Post Graduate studies (or working towards).</li> <li>• Current Victorian Institute of Teaching (VIT) registration.</li> <li>• Maintain accreditation to teach in a Catholic school.</li> <li>• CPR qualifications (training provided).</li> </ul>