Position Description:

LEARNING & TEACHING LEADER: PEDAGOGY

<table>
<thead>
<tr>
<th>Title:</th>
<th>Director of Learning &amp; Teaching: Pedagogy</th>
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<tbody>
<tr>
<td>Position of Leadership:</td>
<td>4</td>
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<tr>
<td>Time Allowance:</td>
<td>20 periods, per cycle</td>
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<td>Base Campus:</td>
<td>NDC</td>
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<tr>
<td>Commencement:</td>
<td>29 January 2020</td>
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<tr>
<td>Tenure:</td>
<td>3 years</td>
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Emmanuel College operates within a Catholic ethos based on Gospel values - respect for personal dignity, peace and justice, integrity and reconciliation – as expressed in its Marianist tradition. The Learning & Teaching Leader: Pedagogy bears witness to these values in their interactions with staff, students and parents.

Emmanuel College’s mission is to support all dimensions of the growth and learning of the students whom the College serves.

All College staff must remain familiar with Emmanuel’s Child Safety Code of Conduct which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of College employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect. CECV Commitment Statement to Child Safety.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students. Contemporary learning and teaching, warm and authoritative support of students and their wellbeing, a growth mindset and the development of 21st century skills are important dimensions of this school climate.

The Learning & Teaching Leader: Pedagogy contributes to the core strategic focus of the College to build a culture of expert teaching where teachers:

- Challenge all students to achieve their personal best;
- Believe all students can learn;
- Have high levels of knowledge and understanding of their method areas;
- Can guide student learning to desirable surface and deep outcomes;
- Can successfully monitor learning and provide feedback that assists students to progress;
- Can attend to the more attitudinal attributes of learning (especially developing self-efficacy and mastery motivation);
- Can provide defensible evidence of positive impacts of their teaching on student learning.

The Learning & Teaching Leader: Pedagogy is based at a given campus, however, is expected to work across the whole college and is responsible for leading a cross-campus team.

The Learning & Teaching Leader: Pedagogy reports to the Deputy Principal: Learning & Teaching.

Given that Emmanuel is one college across two campuses, there is strong interaction between each of the campus teams. This includes travel from one campus to the other in providing leadership for colleagues, for observations and mentoring and for relevant meetings and planning.
Responsibilities

The role of the Learning & Teacher Leader: Pedagogy is to provide a vision for and leadership in the provision of a quality educational program, consistent with a culture of transformation.

The responsibility of the Learning & Teaching Leader: Pedagogy includes building a performance and development culture in the College by inculcating an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role has a strong focus on staff development and the creation of programs which encourage engaging and challenging learning and teaching. This necessarily incorporates current research, international best practice and understandings about contemporary education through 1:1 digital learning and pedagogical innovation.

The duties of the Learning & Teaching Leader: Pedagogy are outlined under the dimensions of the Characteristics of Marianist Education.

Portfolio Responsibilities:

In supporting Family Spirit, the Learning & Teaching Leader: Pedagogy will:

- Critically review research on best practice in learning and teaching to assist colleagues to further develop their teaching expertise through Learning Sprints;
- Model, coach and promote classroom strategies that maximise student learning and incorporate the principles of contemporary learning;
- Initiate strategies for developing a climate for providing and accepting constructive feedback and recognition of achievement;
- Liaise with Learning Leaders to identify elements of pedagogical practice as areas for professional learning;
- Lead induction for new staff members with regards to learning and teaching at Emmanuel College.

In developing Integral, Quality Education, the Learning & Teaching Leader: Pedagogy will:

- Foster the development of a cohesive, student-focused learning and teaching culture;
- Develop pedagogical practice across the College through professional discourse, collegial support, feedback, observation and facilitation of reflective response to issues;
- Ensure the delivery of differentiated courses appropriate for each year level;
- Assist Learning Leaders to develop strategies that ensure the curriculum across parallel classes at each year level is consistently delivered, inclusive and engaging and promotes students’ responsibility for their learning;
- Work with the Digital Learning Leader in the development and implementation of digital learning approaches.

In supporting Adaptation and Change, the Learning & Teaching Leader: Pedagogy will:

- Provide college-wide strategic leadership in the continued development and implementation of Learning Sprints;
- Develop research banks to inform Learning Sprints, thus supporting improved pedagogy;
- Develop, implement and oversee a culture of classroom observations by Learning Leaders with a focus on enhancing teaching to improve student outcomes;
- Oversee the work of the relevant Learning & Teaching Coaches;
- Chair the Improvement Strategy Team: English (IST: English).

Base-Campus Responsibilities:

In supporting Family Spirit, the Learning & Teaching Leader: Pedagogy will:

- Offer leadership and support in the day-to-day duties of teachers and leaders;
- Monitor and provide feedback in the campus’ learning and teaching environments;

Position Description: Learning & Teaching Leader: Pedagogy
June 2019
Learning & Teaching Leader Responsibilities:
To work together with fellow Learning & Teaching Leaders to:

In the Formation of Faith:
- Facilitate student, staff and parent participation in the faith life of the College;
- Actively and collaboratively promote and enhance the Catholic identity of the College;
- Actively and collaboratively uphold a commitment to social justice and action.

In supporting Family Spirit:
- Regularly support the future professional growth and development of teachers;
- Contribute to the organisation and implementation of professional learning programs for college staff, taking into account Learning Area priorities, VIT and AITSL requirements for all teachers, including Provisionally Registered Teachers, and initiatives arising from the School Improvement Framework;
- Contribute to the provision of induction and mentoring arrangements for staff new to the College;
- Provide professional support and oversee the work of a team of Learning Leaders, Assistant Learning Leaders and other Learning and Teaching leaders;
- Attend Year 12 Graduation and the Celebration of Excellence providing support and supervision as required;
- Ensure, as relevant, that Learning Leaders and Assistant Learning Leaders are implementing appropriate Occupational Health and Safety policies and procedures;
- Ensure appropriate OHS induction for new staff by the relevant Learning Leaders and Assistant Learning Leaders.

In the Service, Justice and Peace:
- Ensure accessible learning and teaching programs for all students.

In developing Integral, Quality Education:
- Contribute to college-wide curriculum mapping and auditing related to course development by subject teachers, incorporating the Victorian Curriculum, VCE, VCAL and VET requirements, sector requirements and current educational research, with a view to engendering innovative learning and teaching and driving a strategic agenda for the improvement of learning and teaching across the College;
- Regularly convene a Professional Learning Team, for the purposes of guiding the professional learning and development of teams of staff, in the exploration and implementation of improvement in practice;
- Support the delivery of quality learning programs and the development of teacher learning through regular classroom observations and feedback;
- Contribute to learning and teaching policy creation and review;
- Contribute to the College’s student transition process including transition assemblies, course advisor workshops, course advice days and parent information nights.

In supporting Adaptation and Change:
- Provide leadership in and contribute to the development of staff capacity in contemporary pedagogical approaches, including, but not limited to, project-based learning, personalised learning and digital learning, including modelling and exemplar practice as well as the organisation and implementation of professional learning programs;
- Provide leadership in the facilitation of learning sprints as a professional learning platform;
- Assist with Annual Review Meetings;
- Assist teachers, drawing on their learning sprint focus and identified areas for development, with classroom teaching practice, including the use of an appropriate repertoire of learning methods.
and teaching strategies, with a focus on continual improvement in student learning outcomes;

- Make recommendations and contribute to Learning Leadership Team deliberations about the nature of the learning and teaching programs at Years 7-12, following analysis of course materials developed by subject teachers and engaging in discussion at Professional Learning Teams and Learning Area levels;
- Provide information and guidance to staff in pursuing non-school based professional learning opportunities, taking into account individuals’ professional learning plans and College priorities for professional learning;
- Oversee the development of Learning Area Strategic plans, in cooperation with Learning Leaders;
- Regularly convene and lead the relevant Learning Leadership Team sub-committees, as required;
- Be an active member of the Curriculum Executive Committee;
- Be an active member of the Learning Leadership Team.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College’s operations.

All employees at Emmanuel College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

Attributes

The successful applicant will be able to demonstrate:

- A commitment to Catholic, Marianist education;
- A commitment to the College’s Child Safety Policy, upholding the College’s statement of commitment to child safety at all times;
- Proven success as a teacher;
- A deep understanding of current educational thought and practice;
- Excellent communication, administrative and organisational skills;
- A vision for learning and teaching at the College;
- An ability to work productively with fellow teachers and support staff in a collaborative decision-making structure.

Appropriate postgraduate qualifications and educational experience are an advantage.