



**Role Description**  
**Position of Leadership**  
**Learning Leader**  
 July 2018

Kilbreda College is sponsored by Kildare Ministries and administered by the Kildare Education Ministries Board.

<b>Position of Leadership:</b>	Learning Leader
<b>Tenure:</b>	3 years
<b>Remuneration:</b>	POL 3
<b>Time Allocation:</b>  (Time allocation varies for the different domains as shown).	<ul style="list-style-type: none"> <li>• The Arts: Visual/Creative Arts (Media, Visual arts) – 6 periods</li> <li>• The Arts: Performing Arts (Dance, Drama, Music) – 6 periods</li> <li>• Digital Technologies &amp; Co-Curricular STEM – 6 periods</li> <li>• Design &amp; Technologies (Textiles, Fashion, Product Design, Food Studies) – 6 periods</li> <li>• English – 10 periods</li> <li>• Health &amp; Physical Education – 8 periods</li> <li>• Humanities – 12 periods</li> <li>• Languages – 6 periods</li> <li>• Mathematics – 9 periods</li> <li>• Science – 10 periods</li> </ul>
<b>Reports to:</b>	Assistant Principal - Learning and Teaching Co-Principals
<b>Direct Reports:</b>	Domain based staff (teaching and non-teaching where applicable)
<b>Key Internal Liaisons:</b>	Assistant Principal – Staff Learning and Development Business Manager Catholic Identity and Mission Leader Operations and Risk Coordinator Senior Pathways Coordinator Head of Learning Diversity Learning Leaders

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College’s vision and mission statements. Leaders are expected to reflect the values of Kildare Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. Each staff member’s role is designed to contribute to the best possible educational outcomes for all students, enhance the community’s strengths and ensure careful stewardship of the College’s resources.

In consultation with the Assistant Principal - Learning and Teaching and other members of the Leadership Team, Learning Leaders are responsible for leading domain staff - both teaching and non-teaching, in increasing student learning in the context of a learning focussed school. Learning Leaders foster a sense of unity, growth and development within a domain and work closely with subject teachers, to develop a team and collaborative approach, to implement and enhance the learning and teaching programme. They are responsible for ensuring that domain resources, talents and facilities are used effectively to bring about continuous improvement in students' learning and to achieve the curriculum aims and goals of the College.

**Child safety:** It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

## KEY RESPONSIBILITY AREAS

### 1. Educational and College Leadership

- Work with the College Leadership Team to actively and publicly promote the Catholic, Kildare Ministries and Brigidine ethos of the College
- Provide leadership by actively and publicly supporting the College's Vision and Mission Statement and in implementing the College's Strategic Plan and Annual Action Plan
- Embed high expectations of staff and students in the pursuit of excellence
- Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue
- Liaise with parents as appropriate, in relation to domain specific curriculum and learning and teaching matters
- Encourage student participation in curriculum related activities within and beyond the College
- Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning
- Work collaboratively with the Assistant Principal - Learning and Teaching, the College Leadership Team and the Learning Leaders Team to identify strategic learning and teaching priorities for the College and for the domain
- Work collaboratively with the Assistant Principal - Learning and Teaching, Assistant Principal – Staff Learning and Development and members of the Learning Leaders Team to foster a culture committed to continuous improvement to enhance the learning opportunities for students
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting
- Engage in ongoing personal professional learning to support College priorities, the implementation of the College's Strategic and Annual Action Plan, and to enhance leadership skills
- Support the Assistant Principal – Staff Learning and Development in the leading of Professional Learning Communities and the implementation of action research projects to enhance learning and teaching

### 2. Leadership of Domain Team

- Demonstrate excellent interpersonal skills and the capacity for effective communication

- Lead domain meetings which focus on learning (student learning, professional learning, professional dialogue and sharing of practice). Circulate agenda and minutes to the Co-Principals, Assistant Principal - Learning and Teaching, Assistant Principal – Staff Learning and Development and domain members
- Work with domain teams to develop and implement an annual learning improvement plan for the domain. Promote professional dialogue, reflective practice and collaboration centred upon the learning improvement plan
- Lead domain teams to achieve best practice relating to the design and implementation of the curriculum, learning and teaching, assessment and reporting
- Actively use available data, including but not limited to: internal assessment data, NAPLAN and VCE data, with domain teams to inform and enhance teaching and learning practices.
- Work collaboratively with domain staff to develop effective learning teams that foster a climate conducive to professional discourse and collaboration utilising data, contemporary educational research, issues, trends, and practices
- Support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met and follow up with staff if concerns arise
- Lead Subject Teams and individuals to ensure that courses of study are implemented effectively and that learning and teaching resources are updated on a regular basis on the College network
- Lead Subject Teams and individual teachers in the development and implementation of domain assessment, including the preparation of examination papers
- Encourage professional learning for members of the domain
- Show respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- Mentor new staff in the domain and support them in their transition into the domain/College
- Supervise and direct the daily and long term duties of school officers (e.g. Laboratory Technicians, Art/Textiles Technician, Food Technology Assistant, Sports Assistant, Language Assistants) where applicable
- Establish, maintain and circulate resources and relevant material from professional associations, conferences and regional networks to domain teams
- Assist the Co-Principals with the recruitment of new staff as required

### **3. Management and Administration**

- In collaboration with the Assistant Principal - Learning and Teaching, oversee course development, documentation, implementation and annual review. Ensure that courses are consistent with DET, CEM, VCAA, Kildare Ministries and College policies
- Coordinate Learning and Teaching Proposals for the domain
- In collaboration with the Assistant Principal -Learning and Teaching coordinate the publication and dissemination of subject information, including at the Pathways Expo
- Promote and celebrate learning within the domain through the College newsletter, College Yearbook and other publications as appropriate. Set up displays for events such as Open Evening, Pathways Expo and Learning Displays, that showcase students' learning
- Coordinate an annual 'faculty week' to promote, celebrate and engage students in domain based activities

- Develop and administer the annual domain budget in collaboration with the Assistant Principal - Learning and Teaching and College Business Manager
- In consultation with subject teachers, compile booklists within the subject area
- Oversee the day-to-day organization of the domain and domain events, including the ordering of resources; repair, maintenance and security of equipment, and the provision of work to cover absent teachers in the event that work has not been set

#### **4. Other Duties**

- Undertake other duties related to the role as directed by the Co-Principals and / or the Assistant Principal - Learning and Teaching.
- All staff holding a Position of Leadership will be required to be present for leadership planning/professional learning for an additional day at the beginning of the school year and at the end of the school year (i.e prior to teachers commencing and after they conclude).
- Learning Leader of Digital Technologies & Co-Curricular STEM includes the following additional duties:
  - Be a member of the College ICT Committee and attend scheduled meetings
  - Review and further develop current strategies / programs designed to engage students in STEM outside the formal curriculum
  - Promote and encourage the involvement of girls/women in STEM through the provision of co-curricular opportunities including a Digital Technologies/STEM based club
- Learning Leader of The Arts: Visual/Creative Arts and Learning Leader of Design and Technologies together organise and lead the Annual Art and Design Exhibition

#### **5. General Accountabilities for All Staff**

- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Be familiar with and comply with all College policies and procedures
- Demonstrate professional and collegial relationships with colleagues
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, College masses, community days and staff professional learning days / sessions
- Attend and participate in College community evening and events relevant to role
- Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning
- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- Support the Vision, Mission and Values of the College

**KEY SELECTION CRITERIA**

- Demonstrated commitment to Catholic Education and an understanding of the importance of charism and spiritual tradition in the life of an order-owned Catholic school
- Experienced and highly effective teacher in secondary education
- Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in learning and teaching
- Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
- Experience in the use of data to inform and enhance teacher practice and student learning outcomes
- Demonstrated capacity to uphold high expectations of staff and students and that promote excellence, innovation and continuous improvement
- Demonstrated commitment to their ongoing professional learning
- A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching through collaboration
- Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams