

Head of Learning and Teaching - (Years 7-9)

(New Position - 30th November 2023)

Location : Marian College Ararat
Classification : Senior Leadership Position, 1050 minutes
Reports to : Principal

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">• An understanding of the ethos of a Catholic school and its mission.• A willingness to support the College's values, policies and procedures.
Head of Student Pathways and Organisation	<p>Senior Leadership Position</p> <p>All Leadership positions at Marian College have a particular orientation of ministry based on the person of Jesus Christ. As a Kildare Ministries school in the Brigidine tradition, those in positions of Senior Leadership at Marian College are expected to:</p> <ul style="list-style-type: none">• reflect on the Kildare Ministries Core Values and interpret their relevance for a leader's individual area of responsibility;• demonstrate an ability to reflect on and understand the school culture• articulate a clear and informed vision linking how the specific area of responsibility might contribute to the overall mission of the school;• commit to working collaboratively to promote a shared ownership and responsibility for learning at Marian College;• demonstrate a willingness to engage in reflective thinking about the leader's specific role, seeking feedback about personal performance and improvement;• establish and maintain systematic organisational and administrative management; and• demonstrate an ability to discuss and reflect on complex issues and exercise sound judgment in decision making.

Working with and in support of the Principal, all members of the Senior Leadership Team at Marian College are responsible for the stewardship of the Core Values as exemplified in the gospels. The key focus for all Leadership positions at Marian College is the Learning and Teaching.

Marian College promotes a shared leadership model, where staff and students are empowered to exercise leadership in their own right; where support and encouragement are provided to enable individuals to develop their own leadership capabilities.

Head of Learning and Teaching - Junior School (Years 7-9)

The Head of Learning and Teaching - Junior School (7-9) is a key position on the Marian College Senior Leadership Team.

At Marian College, the wellbeing of staff and students and the Learning and Teaching are strongly interconnected. Collegiality, a team approach and the sharing of wisdom are vital to effective learning in the classroom.

Working closely with the Principal, Leadership team, and wellbeing and Hub leaders this role is directly responsible for overseeing the following duties. In practice, this means to:

- Working collaboratively with Head of Learning and Teaching - Senior School, Leadership Team and Hub Leaders to implement monitor and support procedures, policies and processes for effective learning and teaching across Years 7-9.
- In consultation with the Head of L&T - Senior School and HUB and Wellbeing leaders, this role is responsible for the overall maintenance, scheduling, monitoring and evaluate of the College's assessment and reporting procedures.
- Working collaboratively with the College Leadership team, Timetabler and Hub leaders to assist and support Parent Information Evening and subject advise and selection for students Years 7-9.
- Organise and oversee data testing for NAPLAN, ACER and internal assessment to inform teaching Years 7-9.
- Working with the College Leadership team, and Hub leaders to embed data-informed practice to inform teaching Years 7-9.
- Working collaboratively with the Head of Learning Diversity, Leadership team and Hub Leaders to devise further learning support through the creation of Tier 2 learning interventions for Years 7-9.
- Working in partnership with the Head of L&T - Senior School, take responsibility for Student Leadership and Voice (Years 7-9) - including the development of a Student Representative Council (SRC).

	<ul style="list-style-type: none"> ● Working with Hub leaders and the College Leadership team, develop and monitor programs, processes and procedures to provide ongoing extension opportunities for high performing and advanced students Years 7-9. ● Working with Hub leaders and College Leadership team, oversee the revision and preparation of the Subject Information Booklets, booklist and online programs to support learning.
Commitment to Child Safety	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work ● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check ● 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 ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school 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
Skills/Attributes	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to develop and maintain strong working relationships with key stakeholders ● Capacity to work to tight timelines ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation

