

Marian College

Head of Learning and Teaching



Position Description

POL	POL 4+ and a minimum of 18 lessons per fortnight
Position reports to	Principal

Position Overview

The Head of Learning and Teaching contributes to the mission of Marian College and Kildare Ministries by leading with integrity, wisdom and a deep commitment to student growth. Rooted in the Brigidine tradition, this role affirms the dignity of every learner and staff member, recognising that high-quality learning and teaching are central to holistic education. The role reflects on the Mission and Vision of Marian College and Kildare Ministries Core Values and interprets their relevance to curriculum, pedagogy and leadership—ensuring that all learning is inclusive, purposeful and people-centred.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership
- Nurture student learning growth through equity-focused strategies and responsive teaching, affirming each learner's dignity and capacity to flourish
- Support educators in their work by recognising and promoting their skills and areas of expertise.

Leadership and Vision

- Lead and oversee all aspects of curriculum, pedagogy, assessment, reporting and academic intervention across Years 7–12
- Collaborate with the Principal, Leadership Team, Curriculum Leaders and subject teachers to implement and monitor effective learning and teaching practices
- Oversee the development, implementation, and review of the curriculum across different grade levels, ensuring it meets relevant standards and student needs
- Collaborate with the Student Learning Growth and Engagement Coordinator to identify areas for support and improvement
- Embed data-informed practice to guide curriculum planning, teaching strategies and student support
- Lead the creation and implementation of Tier 2 learning interventions in partnership with the Learning Diversity Coordinator
- Working with the Senior School Coordinator and the Executive Assistant, ensure VCAA/VCE compliance, including GAT administration and documentation
- Oversee VCE VM programs in collaboration with the Curriculum Leader Vocational Major
- Model empathy, perseverance, patience and professionalism in all relationships
- Be an active and engaged member of the College Leadership Team.

Pastoral Care

- Recognise the deep connection between wellbeing and learning, ensuring that academic initiatives support student engagement and belonging
- Work with Head of Student Pastoral Care, Student Learning Growth and Engagement Coordinator and House Leaders to support students experiencing academic stress, disengagement or underperformance
- Promote inclusive practices that affirm student identity, voice and agency across all year levels
- Coordinate and support student transitions and course counselling with care, clarity and strategic insight
- Liaise with Head of Student Pastoral Care, Learning Diversity Coordinator and Transition Coordinator regarding student needs and transitions particular to allocation of TA, class groups and subject selections.

Academic Progress and Student support

- Develop and oversee intervention processes for students with low growth, underperformance or non submissions
- Provide support in the facilitation of Student Leadership and Voice initiatives (Years 7–12), including the coordination of the Student Representative Council (SRC)
- Coordinate, with support from Administration and Learning Diversity staff, standardised testing (NAPLAN, ACER, internal assessments) and use results to inform teaching practice and planning.

Staff Leadership and Development

- Lead the Curriculum Team and partner with Curriculum Leaders to ensure consistent, high-quality teaching across all year levels
- Mentor staff and build capacity through professional learning, coaching and collaborative planning
- Support staff in using data to inform practice and improve student outcomes
- Oversee the coordination of Pre-Service Teachers and teachers with Permission to Teach and Provisional Registration, collaborating with the Human Resources Manager, Daily Organiser and the Professional Learning Coordinator
- Promote shared ownership of learning and teaching through distributed leadership and collegial generosity
- Work closely with the Student Learning Growth and Engagement Coordinator to plan strategically in response to student academic data
- Work in collaboration with the Principal, Timetabler and Human Resources Manager in regards to ensuring the fair and just FTE allocation for teaching staff.

Communication and Engagement

- Lead and support key academic planning processes, ensuring students and families are well-informed and engaged in decision-making.
- Oversee the development and review of curriculum-related resources, including subject guides, booklists and digital learning tools.
- Coordinate academic calendar planning, including program transitions and key dates across year levels.
- Communicate academic expectations, timelines and learning opportunities in clear, timely and accessible ways to students, families and staff.
- Contribute to college publications such as newsletters and social media, and present at Assemblies to promote a positive, engaged approach to Learning and Teaching.

Specific tasks

- Coordinate the preparation and review of subject selection booklets, booklists and online learning resources
- Communicate clearly with students, families and staff about academic expectations, assessment timelines and learning opportunities
- Partner with the Business Manager to ensure resource allocation supports effective teaching and learning
- Oversee any student timetable and subject changes in communication with the Timetabler
- Liaise with the Principal and the Timetabler in the allocation of teaching loads, staffing of classes and placement and resourcing of subjects
- Provide leadership and support to Curriculum Leaders and teaching staff in the areas of reporting and assessment, which includes reporting and feedback to the Learning & Teaching Team of consistency in language used in assessment and reporting
- Monitor the timely completion of TA reports in collaboration with Administration staff
- Assist with the checking of End of Semester reports, including proofreading
- Ensure that the reporting cycles are managed in a smooth and efficient manner
- As required, act on behalf of the Principal.

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Head of Learning and Teaching must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.