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| Marian College Ararat |  |
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**Head of Staff Development (New Position 2023)**

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

| **STATEMENT OF DUTIES** | |
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| **Commitment to  Catholic Education** | * 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 Staff Development** | **Senior Leadership Position**  All Leadership positions at Marian College have a particular orientation of ministry based on the person of Jesus Christ. As a Kildare Education Ministries school in the Brigidine tradition, those in positions of Senior Leadership at Marian College are expected to:   * 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 in which their 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 the 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; * 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 and the establishment and support of a school culture in accordance with the College’s intended mission.  As a priority, all senior leaders focus on 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 Staff Development**  The College is seeking a highly competent classroom teacher/leader who will be responsible for supporting teachers in their commitment to continuous improvement.  In practice, this means to:   * Facilitate a culture of teacher reflection, self review and continuous improvement with teachers. * Guide and support teachers in establishing professional goals that align with the College Strategic Plan and Annual Improvement Plan. * Facilitate and support building teacher capacity for effective classroom pedagogy that:   · Focuses on student learning outcomes  · Provides for diverse student needs  · Is informed by data and research for best teaching practice.  · Cultivates productive working relationships and teacher collaboration.   * Facilitate the development of IT skills and use of the school’s online resources for teachers. * Consults with learning leaders and key providers in support of online educational programs such as Edrolo, Ed Perfect and Mathspace. * Oversee and approve teacher professional development in partnership with leadership. * Coordinate Wednesday Professional Learning. * Support graduate teachers through regular meetings as they work towards full registration. * Support induction processes into classroom practice for teachers new to the school in partnership with mentors.     In partnership with the leadership team:   * Nurture the Catholic life of the school and the integration of beliefs and values. * Engage in succession planning and development of staff. * Nurture a safe, supportive and respectful environment for staff and students. * Engage in strategic planning, review processes and whole-school improvement vision, objectives and goals. * Support the key priorities for improvement - Literacy, Professional Learning Teams (PLCs) and student Intervention processes. * Promotes and supports shared ownership and accountability for student performance growth. |
| **Commitment to Child Safety** | * 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** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings, 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** | * 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 |