

Marian College

Professional Learning Coordinator



Position Description

POL	POL 1 + 2 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

Position Overview

The Professional Learning Coordinator works in conjunction with the Principal and Head of Learning and Teaching to oversee, record and promote professional learning needs of all staff at Marian College.

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
- Encourage engagement with Professional Learning that provides formation and education in Catholic Identity.

Leadership and Vision

- Support change initiatives aligned with College goals and values, Strategic Plan and Annual Action Plan
- Model empathy, perseverance, patience and professionalism in all relationships
- Promote a culture of professional learning amongst the staff
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team.

Staff Leadership and Development

- Work closely with staff members to enable them to apply their strengths, gifts and talents to enhance the College
- In conjunction with the Human Resources Manager and the Director of Learning and Teaching, ensure that each new staff member is allocated a Mentor and that new staff have access to technology, school resources and teaching requirements from the commencement date

Communication and Engagement

- Collaborate with the Human Resources Manager and College Leadership team to continually assess and evaluate the Induction Program for new staff and ensure that it is developed accordingly - New staff to the college and staff new to teaching have different needs, adequate planning is required to address these needs
- Through research and networking, provide appropriate information and/or advice to staff in regard to opportunities for their own professional improvement and career alternatives, and to support them in their search for new challenges
- Email the appropriate leader of the department when a staff member attends a PD and encourage feedback in an appropriate forum
- Particularly encourage staff that have not attended external to the school PD to renew and update their skills
- Link with organisations and professional bodies who can assist with professional development.

Specific tasks

- Ensure that all staff complete an Annual Professional Learning Plan
- Maintain a Professional Development register which specifies an individual and Curriculum Area running sheet of attendance and costs associated with attendance at PD, detailing costs for registration
- Develop and maintain a PD shared drive or resource bank that can support collegial sharing of resources and professional learning
- Meet regularly with the College Organisation Team and other relevant personnel to approve Staff Professional Development requests.

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 Professional Learning Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the 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.

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.