



Catholic Regional College Sydenham

Every Student - Every Pathway

POSITION DESCRIPTION

Appointment

Position: Learning Enhancement Leader – School Programs

Classification: POL 3

Time Release: 6 x 75-minute periods per fortnight

Department: Learning and Teaching

Reports to: Assistant Principal – Learning and Teaching

Direct Reports: -

Committee Contributions: Learning Enhancement Committee, Principal's Advisory Committee (PAC), Cluster specific Home Group Tutors, Professional Development Committee, VIT Inductions

Variations: Variations to classification and/or hours worked will be specified in the Letter of Appointment.

POL Leadership Overview

Vision & Values	<ul style="list-style-type: none"> • Model Catholic Values to Staff and students through Leadership and actions • Participate in opportunities for development of faith and understanding of vision of the Catholic School • Provide opportunities for students to participate in the faith development
Knowledge & understanding	<ul style="list-style-type: none"> • Will lead with some guidance a specific school wide portfolio
Developing Self and others	<ul style="list-style-type: none"> • Has commenced further study in a related field • Model lifelong learning through engagement in professional enrichment programs that enhance own ability to perform the inherent duties of the role • Guides the development through instructional coaching to allocated staff
Portfolio Management	<ul style="list-style-type: none"> • Completes administrative tasks that directly link to their portfolio • Mange budgets • Contributes to the Development of Policies and assist in education for staff
Strategic direction	<ul style="list-style-type: none"> • Lead an aspect of the implementation of the strategic plan
Engaging with stakeholders	<ul style="list-style-type: none"> • Lead and manage designated staff • Work in partnership with direct manager, External agencies related to portfolio, staff, and families to educate all students at the College
Personal attributes	<ul style="list-style-type: none"> • Demonstrates effective communication • Is able to work with some direction from direct manager to guide tasks • Ability to provide support to Senior Leadership members of the College in order to enhance whole school view • Model practice to enhance student educative outcomes • Demonstrates organisational skills to acquit set tasks

Statement of Duties

Key duties of this leadership position include:

- Implement the strategic direction for the promotion and enhancement of Student school-based programs and Visible Learning Program;
- Provide instructional coaching to Learning Area Convenors and VIT staff to allow for role clarity;



- Contribute and collaborate with the Learning Enhancement Leader Group to provide engaging development for staff in the area of Student Programs;
- Participate in committee meetings (Learning Enhancement Leaders and Professional Development Committee) that ensure improved student and staff outcomes;
- Promote and model innovation in implementation of student programs which include UVP, Salt and Light, University Acceleration, VCAL and VET;
- Actively engage in the planning, organisation, promotion, implementation and review of College and Faculty events which include subject selections, awards and recognition assemblies;
- Engage in schoolwide implementation of the Visible Learning Framework;
- Contribute with guidance to the induction of staff and the progression of new teachers through their VIT Enquiry Question process; and
- Actively ensure proactive communication with parents is undertaken by teachers in the area of student programs and pedagogy innovation.