



St Bede's  
College

# Role Description

## Learning Leader

**MENTONE CAMPUS | BENTLEIGH EAST CAMPUS**

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "the lost, the least and the last". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The position of Learning Leader is an important position within the College and has a prime focus on improved learning and teaching across the Learning Area. The Learning Leader is a highly competent educator who prioritises improving student learning outcomes. The Learning Leader is instrumental in bringing to life the College's *Statement of High Quality Teaching and Learning* and *Statement on Global Citizenship*.

## Attributes and Competencies

The Learning Leader is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on learning and teaching, and the wellbeing of students.
- Display a high level of commitment to student welfare extending beyond the classroom.
- Model excellent learning and teaching.
- Display a high level of administrative and organisational ability.
- Display loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- A well-developed knowledge of current learning and teaching and seeks to develop his/her understanding in this in related subject areas.
- Demonstrate a sound knowledge of current leadership theory and practice.
- Develop positive working relationships with staff.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

## Specific Duties:

### Instructional Leadership:

- Develop and implement coherent, challenging and rich courses according to the Victorian Curriculum, the VCE and VCAL, where appropriate. This is done in consultation with other staff members and under the guidance of the Deputy Principal Learning and Teaching.
- Collaborate with cross-campus Learning Leader counterpart to develop partnerships and the alignment of the curriculum across the College.
- Ensure programs are appropriate for the diverse learning needs of students in accordance with the *Disability Standards for Education (2005)*, as well as culturally and linguistically diverse (CALD) students.
- Ensure that Learning Area programs conform to St Bede's College policies particularly with respect to the *Child Safety Policy*, *Child Safety Code of Conduct*, the *Learning and teaching Policy* and the *Assessment, Feedback and Reporting Policy*.
- Ensure that teachers, within the Learning Area, conform to the curriculum guidelines in relation to content, assessment and reporting methodology.

- To have programs in place at all levels which meet with the Assessment, Feedback and Reporting policy of St Bede's College. All year levels should have clear guidelines regarding topics, common and flexible assessment, dates for tasks, and staff responsibilities.
- Work with the Learning and Teaching Leaders and with staff in relation to embedding evidence-based learning and teaching practices in the Learning Area, including but not restricted to the development of rubrics according to clear learning criteria and appropriate task level feedback.
- Have programs accurately recorded on SIMON which are reviewed as needed. Programs are to be approved by the Deputy Principal Learning and Teaching in conjunction with the Learning and Teaching Leaders.
- Ensure that cross marking and or moderation is a regular feature of assessment to ensure reliability of assessment judgements.
- Critically present and analyse data in relation to NAPLAN, PAT and VCE results and other sources and share the implications of such data with team members.
- Lead Learning Area meetings, which focus on learning (student learning, professional learning, professional dialogue and sharing of practice). Circulate agenda and minutes to the Deputy Principal Learning and Teaching.
- To set goals for the Learning Area in line with College priorities each year and report on the progress of these goals.
- Support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met and communicate with Deputy Principal Learning and Teaching if concerns arise.
- Assist new staff and support them in their transition into the Learning Area/College.

#### **Administration Tasks:**

- Work with staff to identify appropriate excursions/incursions for different year levels and seek the appropriate approval in light of competing school requirements.
- Consult with the staff on the selection of resources and make recommendations to the Learning and Teaching Leaders and the Deputy Principal Learning and Teaching.
- Work closely with the Resource Centre Leader in relation to selection of resources for the Centre.
- Prepare and monitor the Learning Area budget in conjunction with the Business Manager and the Deputy Principal Learning and Teaching.
- Present, on a regular basis, material from the Learning Area for the College Newsletter and other appropriate forums (such as the College Website) at least once a semester.
- Take responsibility for the ordering, care, and repairs of all College equipment.
- Where applicable, oversee Support Staff associated with the Learning Area.
- Work with staff to provide course outlines for all subject information booklets.
- Work with the Deputy Principal Learning and Teaching, the College Administrative Leader/Campus Administrative Coordinator and the Learning and Teaching Leaders in regards to examinations.

#### **Other Requirements:**

- Show respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate.
- Be a member of interview panels as required by the Leadership Team.
- Attend information and award evenings as required.
- Attend and run meetings after class time as required.
- A formative appraisal will occur at least once during the appointment period.
- Other duties as assigned by the Principal or Deputy Principal Learning and Teaching.

This role of **Health, Physical Education & Outdoor Education Learning Leader, Mentone Campus** and is a two-year Position of Leadership appointment (2023-2024), in line with the current POL cycle

The **Health, Physical Education & Outdoor Education Learning Leader, Mentone Campus** reports to the **Deputy Principal Learning and Teaching** and works in collaboration with the **Bentleigh East Health & Physical Education Learning Leader**.

For this role, a background in athletics, swimming and/or cross-country would be an advantage.

Note: the incumbent may hold a teaching allotment based at either campus and exercise leadership at the Mentone Campus

Each **Learning Leader** is allocated a POL Level and a Time Release of a particular number of (60 minute) periods per cycle, as detailed for individual roles below:

<b>Campus</b>	<b>Role</b>	<b>POL Level</b>	<b>Time Release</b>
Mentone	VCE Vocational Major Learning Leader	3	15
Mentone	Health, Physical Education & Outdoor Education Learning Leader	3	12
Mentone	Science Learning Leader	3	12
Mentone	Visual Arts & Media Learning Leader	3	12
Mentone	Religious Education (7-9) Learning Leader	2	8
Mentone	Religious Education (10-12) Learning Leader	2	8
Mentone	Humanities - Commerce Learning Leader	2	8
Mentone	Humanities – History/Geography Learning Leader	2	8
Mentone	English (7-9) Learning Leader	2	8
Mentone	English (10-12) Learning Leader	2	8
Mentone	Mathematics (7-9) Learning Leader	2	8
Mentone	Mathematics (10-12) Learning Leader	2	8
Mentone	Digital Technologies Learning Leader	2	8
Mentone	Material Technologies Learning Leader	2	8
Mentone	LOTE Learning Leader	2	8
Mentone	Drama Learning Leader	1	4
Mentone	Music Learning Leader	1	4
Bentleigh East	Religious Education Learning Leader	1	5
Bentleigh East	English Learning Leader	1	5
Bentleigh East	Humanities Learning Leader	1	5
Bentleigh East	LOTE Learning Leader	1	5
Bentleigh East	Technology Learning Leader	1	5
Bentleigh East	Mathematics Learning Leader	1	5
Bentleigh East	Performance Arts Learning Leader	1	5
Bentleigh East	Health & Physical Education Learning Leader	1	5
Bentleigh East	Science Learning Leader	1	5
Bentleigh East	Visual Arts Learning Leader	1	5