



**SACRED HEART COLLEGE - CHAMPAGNAT CAMPUS**  
**LEADER OF LEARNING & PROFESSIONAL PRACTICE**  
**Position Information Document**

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**CONTEXT**

Sacred Heart College is a Catholic College in the Marist tradition. “A Marist school is a centre of learning, of life, and of evangelizing. As a school it leads its students and staff to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, p.49).

The importance of coaching and providing professional guidance to teaching staff in their work as educators cannot be overstated. Leadership in professional practice requires shared responsibility and works best in collaboration. As such, the Leader of Learning & Professional Practice will have oversight of the learners, ensuring that all students progress in learning. They will be responsible for coaching teaching staff in their commitment to continuous improvement as educators. They will have an inclusive interest in Campus and College matters and will work cooperatively with colleagues who are involved in the professional and academic development of staff. The Leader of Learning & Professional Practice will hold a special mandate for the religious life at Sacred Heart College, with a particular emphasis on the Catholic and Marist traditions that inform the educational program.

The Leader of Learning & Professional Practice will be integral for the College with regards to its strategic imperative of providing high quality teaching that supports Visible Learning. The Leader of Learning & Professional Practice will work in partnership with the Director of Teaching & Learning and the Head of Champagnat Campus to ensure elements of Visible Learning are incorporated into professional goals and pedagogical practice. The Leader of Learning & Professional Practice will track and monitor student progress through a variety of data collection tools, and communicate results and trends with Learning Area Coordinators and teachers. They will work in partnership to provide dynamic leadership in the area of staff development.

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**1. BROAD PURPOSE**

The Leader of Learning & Professional Practice will provide creative and dynamic leadership in all areas related to the development and formation of Teaching Staff. Leading improvement and innovation, the Leader of Learning & Professional Practice will motivate, engage and influence staff to improve performance and support the work of teachers.

The Leader of Learning & Professional Practice (POR2) will be a member of the Champagnat Professional Practice Team (CPPT).

The Leader of Learning & Professional Practice is responsible to the Principal and Deputy Principal through the Head of Champagnat campus.

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## 2. KEY AREAS OF WORK

The Leader of Learning & Professional Practice will:

- In collaboration with the other Leaders of Learning & Professional Practice, establish, implement and lead the annual personal development cycle according to the Teacher Performance and Development Framework and the College Strategic Plan with teaching staff.
- Implement a coaching model of feedback to support staff professional practice and support teachers in their commitment to continuous improvement.
- Mentor and support new staff to the College and meet with them on a regular basis to ensure their transition to the College is successful.
- Induct new staff members to the coaching/action research model of professional practice.
- Establish and manage a coaching program with teaching staff.
- Mentor Early Career Teachers and new Teachers to the College, meeting on a regular basis to ensure their transition to the College is successful.
- Implement and manage the Early Career Teacher program.
- Work with the Early Career Teacher Mentor to guide and support staff in establishing professional goals that align to the College Strategic Plan.
- In collaboration with the Head of Campus and Director of Teaching & Learning, conduct regular Learning Walks and Classroom Observations, providing written and verbal feedback to teaching staff.
- In collaboration with the Head of Campus and Director of Teaching & Learning, set the agenda for whole staff Professional Development.
- Lead the ongoing development and implementation of effective processes for professional growth, including action plans, reviews and coaching, based around the National Professional Standards for Teachers and Visible Learning.
- Guide and support teachers in the transition from provisional to full registration.
- Guide and coach teachers through the process of applying for Lead or Highly Accomplished Teacher.
- Promote a culture of teacher reflection, action, collaboration and teamwork.
- Ensure teachers are experts in their field and receive ongoing feedback on their performance.
- Support educators as they ensure teaching practices are data informed and evidence based.
- Track student learning, ensuring all students show growth.
- Analyse PAT, NAPLAN, and other data, and share insights with teacher of specific learners.
- Present Year Level trends to Learning Area Coordinators and staff, ensuring all are informed of where learners are at.
- In conjunction with Heads of House, Director of Teaching & Learning, Director of Students, or Learning Enrichment and Transition Coordinator, hold parent meetings regarding student learning.
- Facilitate the At Risk process for students, monitoring and following up matters as required.
- Identify students who fit the Gifted and Talented category, and source programs for involvement.
- Support the Learning Enrichment & Transition Coordinator with the class placement and handover processes.

## **WORK HEALTH AND SAFETY (WHS)**

The Leader of Learning & Professional Practice is required to take reasonable care of their own health and safety and take reasonable care to prevent your actions or omissions adversely affecting the health and safety of others. In particular, the Leader of Learning & Professional Practice will:

- Follow safe work procedures and reasonable instructions designed to prevent work injury and disease;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Be aware of and comply with relevant College WHS policies and procedures;
- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant WHS training programmes;
- Report hazards and unsafe work practices to the Director of Students or WHS Coordinator;
- Suggest changes to eliminate workplace hazards or minimise the risks associated with them;
- Report in written form all work related incidents and near misses which result in injuries, ill health, or property damage in accordance with the College policy/procedure;
- Support the consultative processes for managing WHS when opportunities arise.

## **BEHAVIOURAL EXPECTATIONS AND FAIR TREATMENT IN THE WORKPLACE**

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA.
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment; discrimination, harassment and/or bullying.
- Report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

## **PERFORMANCE REVIEW**

- All employees are required to proactively participate in the College's Performance Development Program including periodic review.

## **ACQUIRE AND MAINTAIN**

- Working with Children Clearance
- Police clearance to work in Catholic Education SA.
- Approved Mandatory Notification Training.
- BELS First Aid Certificate.
- Relevant certifications or registrations required for the safe and effective execution of the role.
- Be aware of and comply with police check and screening procedures for employees, volunteers and contractors.

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## **3. GENERAL**

The Leader of Learning & Professional Practice will report to the Deputy Principal/Principal via the Head of Champagnat Campus on a regular basis to ensure that the areas for which they are responsible are congruent with changing demands on a State and National level, and are in harmony with contemporary developments in student wellbeing and pastoral care.

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## **CONDITIONS OF EMPLOYMENT**

The term of appointment for the position is three (3) years. The position will commence as the Leader of Learning & Professional Practice for the first year of the appointment. In the second year of the appointment, this will progress to the Leader of Learning & Professional Practice (subsequent Year Level). In the third and

final year of the appointed term, engaged as the Leader of Learning & Professional Practice (subsequent Year Level).

The salary and conditions entitlement is consistent with that of the current South Australian Catholic Schools Enterprise Agreement. Leader of Learning & Professional Practice is a Position of Responsibility (POR 2) and includes a release of one and a half (1.5) teaching lines.

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**REPORTING/WORKING RELATIONSHIP** (to whom you report, staff for whom you are responsible and other significant connections and working relationships within the school)

Immediately responsible to: Head of Champagnat Campus

Line Management from: Deputy Principal/Principal

The College Principal is responsible for general employment conditions.

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**REFERENCES:** *Institute of Marist Brothers (1998). In the Footsteps of Marcellin Champagnat: a vision for Marist education today. Institute of the Marist Brothers of the Schools; Sydney, Australia.*