



## Position Description

<b>Position Title</b>	Domain Leader
<b>Classification</b>	POL2 (per <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> )
<b>Time Allowance</b>	6 periods
<b>Tenure</b>	2 years + 1 year option
<b>Years</b>	2020-2021/22
<b>Amended</b>	September 2019

### POSITION SUMMARY

Mater Christi College is a Catholic secondary college for girls with over 700 students including international students and over 100 staff, including 70 teaching staff.

The Domain Leader is accountable to the Director of Curriculum and is supported as per MCC levels of decision making. The Domain Leader is a member of the Curriculum & Learning team. Working relationships include:

- Deputy Principal
- Director of Curriculum
- Assistant Director of Curriculum
- Head of Learning Commons
- Faith Development Coordinator
- Education Support Coordinator
- Other Domain Leaders
- Year Learning Coordinators
- Teachers

### KEY ACCOUNTABILITIES

<b>Student, spiritual, academic, pastoral and community</b>	<ul style="list-style-type: none"> <li>• Support the Principal and College Executive Team to develop the spiritual, academic, pastoral and community potential of all students at the College</li> <li>• Actively participate in, support and demonstrate loyalty to the leadership of the College</li> </ul>
<b>Learning program and teaching activities</b>	<ul style="list-style-type: none"> <li>• Leads, support and develop best practice in line with current College educational policy</li> <li>• Respond to and support the Leadership and School Improvement needs of the College as required by the Principal</li> <li>• Develop and support the quality of teaching and learning in specialist areas across all year levels</li> <li>• Provide leadership for the improvement and development of curriculum within the domain</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with Middle/Senior School Learning Leaders to develop and promote interdisciplinary learning opportunities</li> <li>• Ensure the documentation and evaluation of subject programs, including summary of units for student subject selection process</li> <li>• Direct and support staff in assessment and reporting procedures, including monitoring the development and application of rubrics, facilitation moderation between classes and within year levels, and ensuring that members of the domain understand and apply agreed assessment grades</li> <li>• Support Curriculum and Finance leaders in authorisation and administration of domain budget</li> <li>• Facilitate/coordinate promotional activities e.g. Website, eNews, magazine articles, Subject Expo, enrichment activities and subject competitions</li> </ul>
<b>Policies, professional standards and legislative requirements</b>	<ul style="list-style-type: none"> <li>• Inspired by the rule of St Benedict and guided by agreed policies, uphold and implement professional standards and legislative requirements as expected of a College leader, teacher and all staff</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of Child Safety</li> <li>• Familiarity with legal obligations relating to Child Safety (e.g. mandatory reporting)</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• As directed by the Principal</li> </ul>

<b>SELECTION CRITERIA (AS PER TEACHER MINIMUM)</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated capacity to instill in students a respect for each other in accordance with the teachings of Jesus Christ</li> </ul>
<b>Education and Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Teaching qualifications</li> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>
<b>Skills / Attributes / Experiences</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to lead for learning improvement, contemporary pedagogies and future educational contexts</li> <li>• Demonstrated commitment to/experience in all-girls education</li> <li>• Relevant secondary teaching experiences</li> <li>• Abilities to contribute to whole school strategic planning and future directions</li> </ul>