

## Domain Learning Leader

Mater Christi College, Belgrave is a Catholic School established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College is governed by an incorporated board under the auspices of Good Samaritan Education. Mater Christi is a proud leader in educational innovation and strives to educate young women to be *Informed*, *Compassionate* and *Creative*. This role description is written in light of the Mission and Vision statements of the College and the associated School Improvement goals set each year.

### Position Overview

The Domain Learning Leader (DLL) has a key role in implementing the Vision and Mission of Mater Christi College. This position provides a significant opportunity to exercise educational leadership with a particular focus on evidence based approaches to improving learning and teaching within a Domain. The DLL is key to promoting and facilitating the MYP philosophy and approach to learning within the Domain. All positions of leadership at Mater Christi College are employed under the conditions set out in the VCMEA (2018). The DLL reports to the Principal through the Deputy Principal – Learning.

### Commitment to Mission

All staff in a Good Samaritan School have an indispensable role to play in furthering the mission of Good Samaritan Education and of the Church as a whole. It is expected of all employed at Mater Christi College that they:

- Familiarise themselves with and accept the Good Samaritan Educational Philosophy of the school within the wider context of Catholic Education.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- 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.

### Mater Christi College is a Child Safe School

Mater Christi 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 students 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 members of the community. 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.

## Attributes and Competencies

It is expected that all staff will

- Show a lively and practical support of the Catholic, Good Samaritan and Benedictine nature of the College.
- Have a firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Have a clear focus on student learning and wellbeing in and beyond the classroom.
- Actively support and demonstrate loyalty to the leadership of the College and show practical understanding of the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- Display initiative, exercise creativity and adaptability; be able to work autonomously and as part of a team.

| Key accountabilities and specific duties |   |
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| <b>Mission and Identity</b>              | <ul style="list-style-type: none"> <li>• Actively support the Principal and College Executive to develop the spiritual growth of all staff and students at the College.</li> <li>• Ensures that programs and events are in keeping with the Catholic Benedictine Good Samaritan identity of the College</li> </ul>  |
| <b>Leadership for Learning</b>           | <p><b>Curriculum Development</b></p> <p>In collaboration with Domain staff and under the guidance of the <i>Deputy Principal – Learning</i> and the <i>MYP and VCE Learning Leaders</i>:</p> <ul style="list-style-type: none"> <li>• Leads the development, documentation and implementation of coherent, challenging and rich learning programs according to MYP and VCE requirements.</li> <li>• Ensures learning programs conform to Mater Christi College policies particularly with respect to the Child Safety Policy, Child Safety Code of Conduct and the Learning and Teaching Policy.</li> <li>• Ensures that teachers within the Domain meet the expectations of curriculum guidelines in relation to content, assessment and reporting methodology.</li> <li>• Leads the evaluation of learning programs within the Domain each year.</li> <li>• Identifies and promotes opportunities for community and service activities arising from the curriculum and interdisciplinary links with other Domains.</li> <li>• Identifies and promotes opportunities for students to engage with learning opportunities beyond the classroom.</li> </ul> <p><b>Pedagogy</b></p> <p>In collaboration with Domain staff, the <i>Professional Learning and Pedagogy Leader</i>, the <i>MYP and VCE Learning Leaders</i> and under the guidance of the <i>Deputy Principal – Learning</i>:</p> |

## Key accountabilities and specific duties

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|  | <ul style="list-style-type: none"> <li>• Leads improvement through the development of evidence based approaches to teaching, learning, feedback and assessment within the Domain, including but not limited to:               <ul style="list-style-type: none"> <li>○ Leading learning focussed meetings.</li> <li>○ Regularly focussing on student artefacts and other learning data.</li> <li>○ Articulating developmental progressions specific to the Domain.</li> <li>○ Cross marking and moderating to facilitate reliability of assessment judgements.</li> <li>○ Professional reading</li> <li>○ Trialling new approaches to teaching and learning in the Domain through pilot projects or similar.</li> <li>○ Sharing practice</li> </ul> </li> <li>• Engages in effective communication with key staff in Learning Diversity to develop adjustments suitable for students with diverse learning needs.</li> <li>• Sets goals with the Domain in line with the College Annual Action Plan and reports on the progress of these goals each semester.</li> </ul>   |
| <b>Administrative Duties</b>   | <ul style="list-style-type: none"> <li>• Works with staff to identify appropriate excursions/incursions for different year levels and seeks the appropriate approval in light of competing school requirements.</li> <li>• Consults with Domain staff on the selection of resources and makes recommendations as appropriate.</li> <li>• Circulates agenda and minutes of meetings in a timely manner.</li> <li>• Works closely with the <i>Learning Commons Leader</i> in relation to selection of resources.</li> <li>• Prepares and monitors the Domain budget in conjunction with the Business Manager and the Deputy Principal - Learning.</li> <li>• Facilitates/coordinates promotional and informational activities e.g. Website, eNews, Year Book articles, Subject Selection information, enrichment activities and subject competitions</li> <li>• Takes responsibility for the ordering, care, and repairs of all relevant College equipment.</li> <li>• Where applicable, oversees Education Support Staff associated with the Domain.</li> <li>• Works with the Deputy Principal - Learning, Timetable and Operations Leader and others as required to coordinate examinations.</li> <li>• Supports Awards Process at end of year</li> </ul> |
| <b>Professional Growth and Appraisal</b>                             | <ul style="list-style-type: none"> <li>• A formative appraisal will be conducted midway through the tenure of this role.</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 College policies, uphold professional standards and legislative requirements as expected of all staff.</li> </ul>   |
| <b>Commitment to Child Safety</b>                                    | <ul style="list-style-type: none"> <li>• All teachers, include those with positions of leadership should demonstrate an ongoing understanding of child safety requirements, including understanding appropriate behaviours when engaging with young people in and beyond the classroom.</li> </ul>   |

| Key accountabilities and specific duties |  |
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|  | This commitment should extend beyond the legal obligations relating to child safety (such as mandatory reporting, Ministerial Order 870) and include pastoral care of the whole person |
| <b>Other duties</b>                      | <ul style="list-style-type: none"> <li>As directed by the Principal or delegate</li> </ul>   |

## Requirements

- Essential**
- Current teaching qualifications and Victorian Institute of Teaching (VIT) registration.
  - Accreditation to teach in a Catholic school (or be working towards such accreditation)
  - Relevant post-graduate studies (or working towards such qualifications)
  - Demonstrated experience and confidence in a range of ICT platforms
- Desirable Other**
- Accreditation to Teach Religious Education

## Other

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| <b>Tenure</b>       | 2022 – 2024                            |
| <b>POL</b>          | 2                                      |
| <b>Time Release</b> | 6 x 75 min periods per cycle (.19 FTE) |

Please note that time release is an indication only and should not be regarded as equivalent to the time required to complete a leadership role. Further time and support can be negotiated during peak periods.