



ST PIUS X COLLEGE

CHATSWOOD

Leader of Learning

The Leader of Learning reports to the Principal through the Assistant Principal - Teaching and Learning. The Leadership Team supports the Leader of Learning to fulfil the responsibilities and accountabilities of the role.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

Basic Role Purpose

The Leader of Learning as a pre-eminent teacher leads a delegated group of teachers in the pursuit of excellence in all areas of teaching and learning including content knowledge, teaching methodology, classroom management, assessment and reporting and professional development.

Major Responsibilities and Accountabilities

1. Religious Leadership

- 1.1 witnessing to and promoting the life and values of Jesus Christ;
- 1.2 understanding, being committed to and actively promoting the Catholic ethos of the College;
- 1.3 providing leadership as a role model in the charism of Blessed Edmund Rice and promoting the touchstones and core values of the Edmund Rice Charter
- 1.4 providing leadership in achieving the mission of the College;
- 1.5 supporting the organisational priority of Religious Education and Formation;

2. Leadership of Learning

- 2.1 providing leadership in teaching, learning and assessment;
- 2.2 demonstrating excellence as a classroom teacher and a high level of professionalism;
- 2.3 providing leadership in the effective and safe use of technology in teaching and learning;
- 2.4 demonstrating and communicating a thorough knowledge of NESA and other requirements relative to courses within the department;
- 2.5 promoting an effective framework for curriculum development within the department;
- 2.6 in accordance with the Catholic Ethos, pupil needs and syllabus requirements (including cross-curricular content such as Catholic Identity including the Edmund Rice Ethos and Social Justice, Literacy, Numeracy, Lifelong Learning Skills, effective and safe use of ICT, Positive Health and Well Being and differentiated learning) , initiating and supervising the development, implementation and evaluation of effective teaching/learning programs in collaboration with members of the Department;
- 2.7 adapting the curriculum to ensure that inclusive education of all pupils (including Gifted and Talented Students and Students with Learning Difficulties) is achieved and maintained;
- 2.8 coordinating and managing appropriate assessment, recording and reporting procedures;



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- 2.9 establishing and supervising procedures to ensure regular registration of teaching/learning programs;
- 2.10 participating in the development of the College electronic communication and eLearning
- 2.11 ensuring that staff within the Department and the College Leadership Team are kept informed about any significant changes in Curriculum;
- 2.12 developing learning and teaching skills within the department;
- 2.13 cooperating in the development of the Whole School College curriculum
- 2.14 promoting the principles of effective teaching/learning practices;
- 2.15 facilitating opportunities for self and departmental participation in professional development and reflective practice.

3. Strategic Leadership

- 3.1 knowing the College's Strategic Improvement Plan and implementing relevant objectives;
- 3.2 anticipating actively in bi-annual formative reviews involving personal reflection, annual goal setting, and discussion with the Assistant Principal-Teaching and Learning throughout the period of appointment and participating in a summative performance review in the final year of a period of appointment;
- 3.3 inputting and implementing annual goal statements;
- 3.4 working with staff to establish clear goals for the department, develop strategies for improvement and develop systems to evaluate the success of these strategies;
- 3.5 being actively involved in a range of meetings, including regular Leader of Learnings' meetings.

4. Organisational Leadership

- 4.1 being familiar with and able to account for departmental resources;
- 4.2 submitting annual budgets for approval, in accordance with a definite plan for maintaining and upgrading departmental resources, in collaboration with the Business Manager;
- 4.3 evaluating, maintaining and purchasing resources within budgetary constraints;
- 4.4 coordinating the cataloguing of departmental resources within and beyond the College;
- 4.5 organising resources to promote their appropriate utilisation;
- 4.6 monitoring the effective functioning, care and safety of equipment and facilities under the direct supervision of the department;
- 4.7 liaising on the care, maintenance and purchase of text books;
- 4.8 communicating:
- 4.9 internally with pupils, departmental staff, other middle managers and Leadership Team through formal and informal means
- 4.10 externally with parents, professional associations and statutory authorities, as appropriate;
- 4.11 completing all necessary administrative tasks effectively and efficiently including establishing and maintaining suitable timelines;
- 4.12 developing, implementing, managing and evaluating policies and procedures consistent with overall College policies and procedures, in relation, but not exclusive to homework,



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bookwork, assessment and reporting, setting and administering tests and examinations and maintenance of records for NESA requirements, particularly those records relating to public credentialing and excursions;

4.13 complying with the College's Workplace, Health and Safety policies and procedures.

5. Relational Leadership

- 5.1 promoting the value of pupil self-esteem;
- 5.2 being committed to the education of boys;
- 5.3 promoting an environment in which all pupils are challenged to realise their full potential;
- 5.4 supporting just and effective policies of pupil pastoral care within the department and providing counsel for pupils, parents and staff;
- 5.5 working closely with staff in areas affecting classroom management, efficiency and professional standards;
- 5.6 advising pupils and parents on the content of courses within the Department including choice and levels of study;
- 5.7 maintaining and enhancing departmental morale;
- 5.8 providing ongoing professional guidance, support and feedback for staff involved in Teacher Performance Reviews; teachers in their first years of service; teachers newly appointed to the College; and more experienced members of the department, in collaboration with the Assistant Principal-Teaching and Learning and in conformity with the requirements of the New South Wales Institute of Teachers;
- 5.9 valuing the unique contribution of each member of the Department;
- 5.10 working as a member of a middle management team within the wider College community;
- 5.11 contributing to the review and development of policies and procedures to ensure effective liaison between the College and home and wider community;
- 5.12 assisting parents to be more fully informed about the education of their sons;
- 5.13 contributing articles regularly to the weekly College newsletter, Woodchatta;
- 5.14 seeking opportunities to promote the College in the wider community;
- 5.15 being actively involved in the College's co-curricular activities;
- 5.16 addressing areas for development in members of the department in a structured, just and comprehensive manner.

Other duties as assigned from time to time by the Principal

Reviewed: September 2023