



POSITION DESCRIPTION

LEARNING ENRICHMENT LEADER – POL4

Catherine McAuley College lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

“At Catherine McAuley College we are impelled to thrive and serve.”

The Learning Enrichment Coordinator works closely with the Deputy Principal, Directors, Year Level Leader’s, Interdisciplinary Leader’s and Data Moderator and is responsible for all matters related to learning enrichment across the College. The Learning Enrichment Leader is responsible for fostering the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service across the College, consistent with the College’s strategic plan, vision, mission and values.

KEY RESPONSIBILITY AREAS

Responsibilities and duties are subject to the discretion of the Principal and include:

ADMINISTRATION AND COMPLIANCE

- Responsible for accurate and timely data collection reports uploading to Catholic Education Victoria Network (CEVN) as per annual list of Data Collection requirements;
- Provide professional learning for staff and support collaborative partnerships between the school, parents/guardians and other professionals;
- Complete Disability Standards for Education e-learning – Educational Leaders;
- Schedule regular Nationally Consistent Collection of Data (NCCD) Team meetings for data collection and moderation;
- Attend NCCD Network meetings;
- Have a solid understanding of legislation and responsibilities including:
 - Disability Discrimination Act 1992
 - Disability Standards for Education 2005
 - NCCD model
 - criteria for a student’s inclusion in the NCCD;
- Implement NCCD Data collection process;
- Ensure applications, paperwork and reporting requirements are current and kept up to date for all:
 - English as an Additional Language (EAL) Students – New Arrivals
 - Students With Disabilities (SWD) Funding;

- Attend Learning and Teaching Team meetings to ensure staff are regularly informed about the strategies in place to improve learning enrichment;
- Maintain all associated NCCD and National Disability Insurance Scheme (NDIS) data and documentation for Special Needs applications;
- Effectively oversee and manage applicable budgets as required.

LEARNING & TEACHING

- Support teaching staff in identifying and responding to the additional learning needs of students;
- Facilitate the staffing to meet student individual needs;
- Inform staff of NCCD student information;
- Oversee and manage Learning Support team;
- Actively advocate for students in developing targeted interventions with the YLL's and IDL's, based upon contextual data and research;
- Assist teaching staff in creating and implementing effective Personalised Learning Plans (PLP's);
- Identify students and provide support to teaching staff for Gifted and Talented Students;
- Facilitate and provide professional development to subject teachers in all curriculum areas to assist them to gain further knowledge and skills in learning enrichment via peer observations, coaching, classroom visits, staff meetings, workshop, domain meetings, team planning sessions and consultations with individual teachers as required;
- Work closely with the Data Moderator to generate individual data to support PLP's;
- Actively participate in the Professional Learning Committee.

NUTURE CULTURE

- In conjunction with College leadership undertake workforce planning to support the teaching and non-teaching staffing of the Learning Enrichment team;
- Seek input from the broader College community e.g. parents/guardians when developing the College Learning Enrichment Plan;
- Regularly inform parents/guardians of the expectations of the College with regard to learning enrichment and the pedagogical and monitoring practices used so that they can also assist in the development of their student's learning outside of school;
- Build capacity of all teaching staff to review, modify and expand their use of differentiation strategies, based on the College Wide Learning Enrichment Plan to cater for the needs of all students;
- Assist staff to gain further knowledge and skills on how to address the learning enrichment needs of individual students using various assessment tools to gather data and information; including NAPLAN/VCE/VET/VCAL results, ongoing classroom observations, work samples and diagnostic tools;
- Liaises with the Data Moderator, to facilitate staff to build a repertoire of literacy skills based on the fundamentals of Middle Years Learning;
- Engage empathetically with staff, students and parents/guardians dealing with difficult situations that affect student learning and engagement.

POLICY:

- Contribute to the development, maintenance and implementation of efficient administrative policies, programs and procedures.
- Contribute to and implement the College's strategic plan, vision, mission and values while taking a leadership role in the coordination, monitoring and updating of the strategic plan.

KEY SELECTION CRITERIA

Essential qualifications, skills and experience:

EDUCATION AND EXPERIENCE:

- Teaching qualifications;
- Current Victorian Institute of Teaching (VIT) registration;
- Accreditation to teach in a Catholic school (or be working towards such accreditation).
- Have undertaken, or be exploring the option to undertake further tertiary study.

DEMONSTRATED LEADERSHIP ATTRIBUTES:

- A firm belief in and commitment to our Gospel values and Mercy tradition of the College and an ability to articulate and promote these;
- Actively leads, shares and demonstrates the College wide vision of the Learning Enrichment Program with students, colleagues and parents/guardians;
- Models the highest level of professional integrity when communicating with students, staff, parents/guardians and the broader College community;
- Demonstrates the ability to build the capacity of staff to improve the learning enrichment for students in all subject areas;

COMMUNICATION:

- Demonstrates excellent interpersonal and communication skills;
- Provide effective communication and feedback opportunities to parents, students and other members of the school community;
- Have the ability to inspire and lead staff to improve student learning enrichment across the curriculum and all year levels;
- Receive and respond to parent and student enquiries particularly those related to special needs.

PASTORAL CARE AND CHILD SAFETY:

- Be familiar with and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety;
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

Essential personal qualities:

- Personal sense of initiative, innovation, enthusiasm and high energy;
- Excellent organisational skills, planning, analytical and data mining capabilities;
- Commitment to professional learning and continuous improvement;

- A resourceful team member who is able to operate in a mentoring, collaborative and inclusive manner;
- Displays loyalty, discretion, and the capacity to maintain the strictest levels of confidentiality;
- Access ongoing personal professional development.

CONDITIONS

This position is appointed by Mercy Education Limited.

Conditions are in accordance with the Victorian Catholic Multi Employer Agreement 2013. This is a full-time position.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.

ACCOUNTABILITY

Reports to:	Principal, Deputy Principals and Directors.
Internal liaisons:	Principal, Deputy Principals, Directors, Interdisciplinary Leaders, Data Moderator, Registrar, teaching and non-teaching staff and whole College community.
External liaisons:	CEO Sandhurst, CEM and NDIS
Review and Appraisal:	As an employee of Mercy Education Limited this appointment will comply with the contract of employment.
Professional development:	Undertake professional development as the position required.