



POSITION DESCRIPTION

YEAR LEVEL LEADER – POL 4

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.”

Year Level Leaders (YLL's) will be outstanding educators who undertake pedagogical leadership roles and model an outstanding level of teaching. YLL's are 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.

The objective of YLL's is to nurture the skill, knowledge and performance of the teaching staff in order to develop and deliver a curriculum program of the College that results in improved learning outcomes and measures for both students and staff.

YLL's will be expected to make a significant contribution to procedural development relating to teaching and learning in the College. They will manage major curriculum and student activities throughout the Year Level with a high degree of independence. A YLL has a direct impact and influence on the achievement of the College and student goals. They will work in close harmony with the educators at their levels and across the College and Interdisciplinary Leader (IDL's). They will also work with the Activities Leader to ensure participation in co-curricular activities.

YLL's provide professional support to teaching staff and are responsible for facilitating improvements in teaching and learning in accord with the Colleges learning and teaching vision. Their focus is on the introduction of changes in methods and approaches to teaching and learning. Additionally, they will also be responsible for the management and leadership of a year level cohort of students to effectively develop, provision and evaluate the school's education program

With high-level relationship skills, they will serve as an outstanding ambassador for the College, promoting its policy and standards.

KEY RESPONSIBILITY AREAS

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

LEAD EXEMPLARY TEACHING PRACTICE FOR IMPROVED STUDENT LEARNING OUTCOMES:

- Leading the implementation of year level strategies related to curriculum planning and delivery.
- Managing the provision of Professional Learning and developing individual and team plans for teaching staff within the priorities of the College.
- In conjunction with the Director oversee ARMS - Peer observation involves teachers observing each other's practice and learning from each other. Creating the opportunity to give and receive feedback about teaching practice and develop awareness about their own teaching.
- With the Directors, manage the development of the assessment and reporting functions.

- Managing the implementation of the school operations and policies related to student wellbeing.
- Leading the development of an integrated curriculum and participating in curriculum development across all areas.
- Contributing to the overall leadership and management of the school.
- Monitor student progress across subject areas and to work closely with Data Moderator, Learning Enrichment and Interdisciplinary Leaders to improve student achievement.

OVERSEE PASTORAL CARE OF YEAR LEVEL STUDENT COHORT

- Directly responsible for all year level related matters (including but not limited to camps, retreats, transition, liturgies, social emotional learning initiatives, etc).
- Empowers students to be responsible for their own learning, be accountable for their actions, negotiate conflict and proactively engage with their peers, teaching staff and the broader College Community.
- Build capacity of the year level teaching staff to review, modify and expand their use of positive, proactive behaviours and an integrated curriculum to form our students and their individual and collective pastoral needs.
- Develop strengths based positive behaviour programs that enhance social-emotional learning appropriate to the Year Level.
- Coordinate the pastoral care of all students in the year level, referring to the Directors or Deputy Principal as required.
- Attend Program Support Meetings (PSGs) to discuss students at risk and develop interventions to ensure appropriate support is provided and student attendance is monitored.
- Liaise with the teaching teams to provide information about students at risk and relevant action plans.
- Be the focal point for parental contact and communication with parents/guardians about all activities relating to the year level.
- Work closely with students, Directors and Interdisciplinary Leaders in relation to subject choices.
- Engage empathetically with staff, students and parents/guardians dealing with difficult situations that affect student learning and engagement.
- Encourages initiative within the College by developing opportunities for staff to explore areas of interest which are of benefit to students' learning.

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.

NURTURE CULTURE:

- Understand and drive culture change.
- Be responsive to the complex, challenging and changing environment and the diverse nature of the College context.
- Help to establish clarity of purpose and empower others to share in the decision making process.
- Draw on the knowledge and skills of staff members to support change.
- Mentor staff through culture change.

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;
- Demonstrated ability to liaise effectively and regularly with the Directors regarding issues relating to leadership of the College, specifically in the area of interdisciplinary learning;
- Understand, apply and share contemporary education research theory, practice in pedagogy, assessment and reporting, including relevant State and National policies and compliance requirements;
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College;
- Developed strategies to ensure educational opportunities for all students to reach their full potential.

COMMUNICATION:

- Provide effective communication and feedback opportunities to parents, students and other members of the school community;
- Support innovation and empower aspiring teachers and students;
- Receive and administer parent and student enquiries particularly those related to learning and teaching and pastoral care;
- Ensure the College promotes outstanding achievement and recognition of students in your year level.

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;
- Outstanding communication and interpersonal skills to build relationships with key stakeholders;
- Excellent organisational skills, planning, analytical and data mining capabilities;
- Ability to balance the demands of competing projects;
- 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.

Due to the nature of the role, some duties will need to be performed at times other than during the day, including afterhours in the evenings and on weekends.

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, Activities Leader, Registrar, teaching and non-teaching staff, and whole College community.
External liaisons:	CEO Sandhurst, CEM, VCAA
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.