



POSITION DESCRIPTION

Position Title	Leader of Learning
Employment Type	Full-time Continuing
Classification	Middle Leader in Accordance with Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland
Reports to	Principal through the Dean of Learning

OUR ORGANISATION

Based at Indooroopilly, Brigidine College is a Year 5-12 Catholic girls' school. As a Kildare Ministries' school in the Brigidine tradition, we are committed to providing a holistic education that creates authentic, compassionate and dependable women keen to make a difference in the world since 1929.

Brigidine College fosters a positive and supportive environment within the context of Christian values. While maintaining a commitment to excellence, we pride ourselves on promoting a safe and inclusive school community, cultivating a culture of continual improvement, and supporting staff to model wellbeing, and formation. Becoming a member of the Brigidine team means working with others who are passionate about learning and enjoy working in a strong, values driven culture.

Our Vision

We are a sustainable presence in the community providing an innovative education for young women in the Brigidine tradition.

Our Mission

An inclusive community of faith and learning that challenges and inspires young women to be active voices of Strength and Gentleness.

Our Values

Kildare Ministries

Justice: Making the needs of the vulnerable paramount

Wonder: Celebrating all that is good with joy and gratitude

Courage: Speaking and acting with integrity

Compassion: Walking with and having empathy for all

Hope: Bringing a sense of purpose

Hospitality: Welcoming All

Brigidine College Indooroopilly

Be faithful to our Catholic heritage

Welcome all people, especially the most vulnerable

Celebrate all that is good with joy and gratitude

Engender a love of learning, hope and a sense of purpose

Model and practise justice and service

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Our Touchstones

Living the Brigidine tradition and Catholic Mission in a contemporary way. This vision is to be achieved through active engagement in the four Touchstones for Learning:

Faith and Mission	<i>Theology in the Contemporary World</i>
Teaching and Learning	<i>Educating the Whole Person</i>
College Community	<i>Formation and Wellbeing</i>
Sustainable Presence	<i>Sustainable Community Infrastructure and Resourcing</i>

POSITION OVERVIEW

The Leader of Learning assists the Principal in providing quality Catholic education for the students in the care of the College.

As a member of the Middle Leadership structure of the College, the Leader of Learning is a member of the Learning Leadership Team led by the Dean of Learning. In their role, the Leader of Learning exercises delegated responsibility from the Principal.

The Leader of Learning accepts and exercises responsibility for educational activity within a learning area to optimize student learning and enhance staff professionalism.

Collaborating with their Learning Area staff and the wider College community, Leaders of Learning are expected to develop and articulate a vision for their curriculum area.

As a staff member of Brigidine College, the appointed Middle Leader will be expected to follow and support the Statement of Principles regarding Catholic Education.

KEY ROLE ACCOUNTABILITIES

Spiritual Leadership

- Encourage and support the growth of the Catholic culture of the College.
- Collaborate in sustaining the Kildare Ministries and Brigidine College values.
- Give personal witness to College values in carrying out duties.
- Support the primacy of faith education within the College.
- Support initiatives in Religious Education, Mission Activities and Faith Formation.
- Encourage, and participate in the liturgical and prayer life of the College.
- Follow and support the Statement of Principles regarding Catholic Education.

Educational Leadership

- Actively engaging in the school's Strategic Plan and commitment to continual improvement, through informed research which leads to innovative practice.
- Generating a culture of continuous professional growth within the learning area through organising and encouraging an ongoing sharing of expertise amongst staff including staff involvement in professional learning networks and activities beyond the College and promoting the discourse that focuses on professional growth.
- Developing positive working relationships with staff in the learning area through coaching and supervising, to support them to achieve personal and professional excellence.

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- Demonstrating ongoing professional development in leadership and management practices through a systematic and cyclical process of analysis, critical reflection, goal setting and action to provide for continuous growth and improvement.
- Engaging with professional learning and the latest contemporary educational research in curriculum leadership, learning and teaching.
- Facilitating professional learning opportunities for staff in the learning area.
- Developing a culture, within the learning area, that focuses on teamwork, collaboration and shared best practice.
- Actively modelling effective classroom teaching by drawing on relevant, contemporary best practice.
- Developing quality teaching practice through activities such as collaborative planning, moderation, classroom observation, and facilitation of reflective teaching practice.
- Leading the continuous development program of the learning area, with staff on both an individual and team basis.
- Providing leadership to staff, in the pursuit of excellence in learning and quality pedagogical practices, consistent with the Australian Professional Standards for Teachers and Brigidine education.
- Providing support and guidance to early career teachers and ensuring that all staff members are inducted into the vision, policies and routines of the learning area.
- Reviewing and reflecting on the quality of student learning through analysis of student outcomes data to identify areas of success and apply appropriate interventions to areas of concern to improve outcomes.
- Working collaboratively with the Library Program Leader and library staff to provide appropriate, contemporary teaching and learning resources.
- Working collaboratively with the Access and Diverse Learning Program Leader and Excellence Program Leader to ensure that individual student needs are recognised and facilitated in all teaching within the learning area and that access arrangements and reasonable adjustments are implemented, as appropriate.
- Working collaboratively with the Middle School Program Leader and Senior School Program Leader to review, reflect and develop appropriate teaching pedagogies and learning strategies, for different stages of learning, based on evidence and research.

Community Leadership

- Working collaboratively with College Leadership team members, teachers and other staff members.
- Developing and maintaining a productive and supportive network of relationships with staff, students, parents and the wider College community.
- Building substantive links with colleagues, professional associations and other educational institutions in response to College goals.
- Promoting the College as a community of learning and excellence to the wider educational community through contribution at meetings of professional associations.
- Demonstrating interest and active involvement in the life of the school community, including curricular and cocurricular activities, core College days, parent information nights, subject selection meetings, orientation and induction activities and parent educational evenings.

Administrative Leadership

- Leading the implementation of all aspects of learning including the development of units of work, resource materials, assessment tasks, monitoring of student progress, and the ongoing collaborative review of subject programs and practices.
- Overseeing processes to ensure compliance with all QCAA and ACARA requirements.

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- Overseeing the creation of all assessment tasks in the learning area, ensuring that they meet Australian Curriculum, QCAA or AQTF requirements.
- Implementing and coordinating assessment practices and procedures, including marking, moderating, student feedback, determining of overall results and reporting to ensure high standards are maintained, reviewed and enhanced.
- Facilitating productive interactions with external agencies including the QCAA, relevant professional associations, tertiary institutions and other schools.
- Establishing, coordinating and maintaining an efficient system of information storage and retrieval using Teams and College LMS, including units of work, assessment schedules, innovative practices and resources and relevant documents.
- Meeting regularly with staff in the learning area, in accordance with leadership responsibilities, to communicate information or decisions from the College Leadership Team and various College committees or external agencies.
- Managing financial and material resources within the learning area including the preparation of budgets and the expenditure of funds.
- Supporting staff to differentiate in the classroom to support students with diverse learning needs, as well as ensuring students have opportunities for extension and enrichment.
- Contribute to the Subject Selection process through publications and presentations so students can make informed choices.
- Demonstrating leadership by actively participating and contributing to Teacher, Learning Leadership Meetings, Middle Leader Meetings and other meetings or committees as requested by the College Leadership Team.
- Liaising with the Dean of Learning and the Deputy Principal in relation to course offerings, student allocations, timetabling and staffing allocations.
- Overseeing the organisation of excursions within the learning area.
- Ensure compliance with all Workplace Health and Safety standards relative to subjects within the learning area, including the administration of student and staff compliance tests, as appropriate.
- Ensure College Assessment Policy and Procedures are implemented across the learning area.
- Attending meetings with the Dean of Learning to review procedures and initiate strategies to improve teaching and learning.
- Attending extended meetings as may be required by the Leadership team.
- Preparing articles, presentations and publications as required.

OTHER KEY ACCOUNTABILITIES

Student Protection

- Student protection is everyone's responsibility. At Brigidine College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

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Risk Management

- Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Brigidine College's Risk Management Procedures.

Workplace, Health and Safety

- Effectively manage occupational health and safety in the business unit by: ensuring all health and safety hazards are effectively identified, assessed, controlled and reviewed; appropriately investigating all workplace incidents and identifying and implementing corrective actions on a timely basis; ensuring appropriate information, instruction and training on health and safety is provided to employees and contractors (where applicable); and ensuring the early identification of workplace injuries and illnesses to promote the effective and timely return to work of injured employees.

Shared Behaviours

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Brigidine tradition.
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations.
- Have an awareness of and support for the policies, procedures and practices of Brigidine College Indooroopilly.
- Maintain a high degree of confidentiality in all work-related matters and compliance with organisational policies and procedures.

Other Duties

- Perform any other duties associated with Brigidine College objectives as reasonably directed by the Principal.

KEY SELECTION CRITERIA

Essential:

- Demonstrated commitment to support and promote the philosophy, ethos, traditions and spiritual values of a Catholic school in the Brigidine tradition.
- Demonstrated leadership of teaching, learning and assessment, in the relevant learning area.
- Demonstrated leadership of curriculum change to achieve educational goals.
- Demonstrated commitment to ongoing professional growth and development in the learning area.
- A capacity to lead the ongoing growth and development of all staff in the learning area to achieve their goals
- Demonstrated excellence in the organisational responsibilities of the learning area.
- High level communication and interpersonal skills, including demonstrated collaboration, consultation, negotiation and organisational skills.

TERM OF CONTRACT

Initial appointment is for a period of four years. The re-appointment of a Middle Leader is subject to successful performance review. After the completion of the second four-year appointment the position may be re-advertised.