



**FCJ College**  
***DIRECTOR OF LEARNING AND TEACHING***  
***2020 – 2022***  
***POL 4 with 12 Periods***

**COMMITMENT TO CHILD SAFETY**

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

**COMMITMENT TO LEADERSHIP PHILOSOPHY**

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy:

*To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:*

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

***THE POSITION***

The Director of Learning and Teaching is a senior leadership position in the College. The Director of Learning and Teaching leads the Learning Coaches Team. The Director of Learning and Teaching, through the Learning Coaches Team, is responsible for leading student's academic, emotional and social progress through developing and implementing strategies and processes that focus on improving student outcomes and engagement. The Director of Learning and Teaching is responsible for the development and implementation of new initiatives that focus on delivering an innovative and engaging Curriculum through the development of a Professional Culture incorporating Professional Learning, Performance and Development.

The Director of Learning and Teaching is part of the Executive team and is responsible to the Principal through the Deputy Principal. If there are issues or concerns, these should be directed, in the first instance, to the Deputy Principal. Together with other members of the College Executive, the Director of Learning and Teaching is responsible for implementing the College Strategic Plan and ensuring that the delivery of curriculum and Learning and Teaching programs are consistent with the mission and ethos of FCJ College.

**As a Leader at FCJ College; the Director of Learning and Teaching will:**

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

**As a Member the College Executive Team; the Director of Learning and Teaching will:**

- promote the mission and Catholic ethos of FCJ College.
- publicly support the leadership of the College at all times.
- work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Executive in a way that honours the confidential discussions that occurs in this space.
- provide opportunities for staff consultation into the College Executive considerations and provide appropriate and regular feedback to relevant stakeholders.
- represent the College in external forums and formal functions.
- model a leadership style and approach which reflects and supports the vision of leadership articulated by the Principal.
- ensure that all aspects of College life are permeated by the spirit of the Gospel.
- deputise for the Principal as required.

**As Director of Learning and Teaching – Responsibilities:**

- To oversee the implementation of an innovative and challenging teaching and learning program that integrates the values of the Gospel and allows students the opportunity to experience a broad, challenging and stimulating curriculum that caters for individual needs across the full range of student abilities at Years 7 to 12 (including VCE and VCAL).
- College Management – through attending the Executive and College Management Team meetings and consulting stakeholders upon matters related to Learning and Teaching.
- To be the Chair of the Learning Coaches Team.
- To ensure that each student's academic, emotional and social progress is catered for through the leadership and management of curriculum.
- To ensure that strategies and processes are developed and implemented that focus on improving student outcomes and engagement.
- To ensure that the development and implementation of new initiatives that focus on delivering an innovative and engaging Curriculum.
- To ensure that that teachers maintain a well-documented and resourced curriculum.
- To ensure that the Curriculum is compliant with Government and CECV requirements.
- To ensure that the Curriculum is delivered effectively and is relevant and challenging.
- To ensure that assessment and reporting of learning outcomes are consistent with College Policy and Government requirements.
- To ensure that the curriculum philosophy and practice are consistent with the College's Vision and Mission statements and the school's strategic plan.
- To ensure distribution of resources/information to staff in the various Learning Areas.
- Manage and lead the operation of the College's feedback and reporting system through SIMON.
- To oversee the integration of innovative best practice that includes the latest technologies to enhance learning.
- To direct Learning Coaches to the Business Manager and OHS team for advice on ensuring Learning Areas comply with Occupational Health and Safety standards.
- To work with the VCE Coordinator other College Leaders and the Learning Coaches as a whole to ensure that procedures are put in place, are adhered to, and meet Governmental and VCAA requirements for 7 – 10, VCE, VET and VCAL at the College.
- To ensure that VCE procedures and practices are consistent with the ethos of the College.
- To liaise with the Numeracy Coach and Literacy Coach to ensure effective communication across all Learning Areas.
- To liaise with the Deputy Principal and College Management team to facilitate appropriate professional learning for staff in relation but not limited to appropriate VCE, VET and/or VCAL procedures.
- To oversee Pathways evenings, handbook preparations and the student subject selection process.
- To ensure assessment and reporting comply with Government requirements.

**Specific Duties:**

- To ensure the Learning Coaches Team have regular and purposeful meetings focused on improving student outcomes and to ensure minutes of meetings are taken and accessible by all staff on SIMON.
- Learning Leaders and Pastoral leaders are supported and guided in their development of relevant pathways counselling and subject change processes.
- To liaise with, and support, the Numeracy Coach and Literacy Coach in the smooth and efficient operation of NAPLAN, On Demand testing and other tests as required.
- To liaise with, and support, the VCE Coordinator in the smooth and efficient operation of VCAA examinations and the GAT.
- To liaise with, and support, the Learning Coaches in the smooth and efficient operation of internal examinations.
- To liaise with, and support, the VCE Coordinator to ensure compliance with VCAA exam stipulations and supervisors.
- To ensure that the aims and objectives of the Curriculum program are being met.
- To ensure the Literacy Coach and Numeracy Coach present a summary report of NAPLAN, VCE data and present to Learning Coaches and staff on an annual basis.
- To work with the Literacy and Numeracy Coaches to ensure NAPLAN, on demand and VCE data is provided to Learning Coaches so they can unpack in detail the relevant information to their PLT.
- To inform teachers of Professional Learning opportunities (including professional reading).
- To work closely with the Learning Diversity Leader and the NCCD team in matters related to L & T as requested.
- To oversee, in conjunction with the Deputy Principal and Business Manager, the staff and services provided by the Literacy Hub.
- To ensure current and prospective parents and partner schools are kept informed of curriculum initiatives.
- To assist the Timetabler with the construction of the timetable in terms of curriculum offerings at the specific year levels.
- To oversee the preparation of booklists with Literacy Hub staff.
- To work with the Executive and Learning Coaches in the preparation and continual updating of learning and teaching initiatives and curriculum offerings within the Annual Report, prospectus and pathways booklets.
- To ensure a smooth curriculum transition of students across year levels.
- To supervise course documentation in line with VCAA and Vic Curriculum requirements.
- To oversee, with the Deputy Principal, the subject selection procedures in the College.
- To oversee, with the Deputy Principal, the management of all aspects of reporting.
- To attend Campus Management Team and Executive meetings.
- To represent the College at appropriate educational and curriculum forums.
- To assist the Principal in the recruitment, interviewing of prospective staff.
- Any other duties as directed by the College Principal from time to time.