



FCJ College

LEARNING COACH 2020 – 2022

APPLIED LEARNING COACH - POL 2 with 9 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 position of Learning Coach is a leadership position in the College. The Learning Coach is responsible to the Principal through the Director of Learning and Teaching and Deputy Principal. The Learning Coach acts to facilitate decision making within the Learning Area and to take the recommendations to the Learning Coaches Team. If there are issues or concerns, these should be directed to the Director of Learning and Teaching.

As a Leader at FCJ College; the Applied Learning Coach 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 Learning Coach – Responsibilities:

The Learning Coach is responsible, within their Learning Area, for ensuring:

- The implementation of an innovative curriculum 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, VET and VCAL).
- They are an active member of the Learning Coaches Team.
- Monitor each student's academic, emotional and social progress through actioning the commitments in the leadership philosophy.
- To develop an Annual Action Plan for the Learning Area in line with the College's Annual Action Plan.
- To commit to an ongoing review of the AAP across the year with Professional Learning Team and Director of Learning & Teaching.
- Actively work with teachers on common approaches to collaboration.
- The development and implementation of new learning initiatives that focus on delivering an innovative and engaging curriculum.
- Be up to date with current practice, Government and CECV requirements.

- That teachers maintain a well-documented, up to date and resourced curriculum that includes the integration of revision techniques that are subject specific and skill focused.
- The distribution of resources/information to staff in their Learning Area.
- Assessment, feedback and reporting through SIMON are completed in line with the College's guidelines.
- The Numeracy and Literacy programs are effectively implemented.
- Attend and prepare (e.g. update handbooks) for information nights and be available for parents to discuss pathways for Area of Study.
- Compliance with the OH&S standards within your Department.
- Any other duties as directed by the College Principal.

As Coach of Applied Learning – Responsibilities:

- Oversee 7-10 Woodwork, 7-10 Textiles, Engineering, VET and VCAL subjects within the PLT.
- To be a member of the Pathways team, comprising of Applied Learning Coach, VCE Coordinator, Year 10/11/12 Learning Leaders and Careers Advisor.
- To be a presence in the VCAL, VET and Technology classrooms.
- To provide a curriculum within the Learning Area that enables each student's academic, emotional and social progress to be monitored and leads to active support from teachers.
- Providing pathways guidance and support to Learning Leaders in relation to the VCAL and VET Pathway
- To oversee the work of the Educational Support staff allocated to the subjects in this PLT and to ensure equitable distribution of their support.
- To have regular formal meetings and informal catch ups with staff in Learning Area focussed on improving student outcomes
- Ensuring agendas are sent out prior to the PLT meeting, minutes are taken and available on SIMON.
- To ensure that the aims and objectives of the Curriculum program are being met.
- To ensure that the teaching/learning program in each Learning Area is of the highest standard and caters for the needs of the full range of students.
- Have regular meetings with the Director of L & T to ensure that all Learning Area decisions and procedures are being followed at each year level.
- To assemble a bank of extras to be used in case of unexpected absences.
- To ensure that regular feedback, assessment and reporting are integral components of teaching/learning.
- Learning Leaders and Pastoral Leaders are supported and guided in their development of relevant pathways counselling and subject change processes.
- To support the smooth and efficient operation of NAPLAN, On Demand testing, VCAA examinations, College internal examinations and other assessment tasks as required.
- To inform teachers of Professional Learning opportunities (including professional reading).
- To work closely with the Learning Diversity Leader.
- To work with and support initiatives by the Literacy Hub Leader.
- To prepare booklists with the Literacy Hub Leader.
- To prepare an annual Learning Area budget, in consultation with Director of L&T.
- To oversee co-curricular involvement in Learning Area related events (e.g. Talent Quests; Competitions, Exhibitions) and to organise a working party for staff involved in these events.
- To oversee the development of semester reports with teachers within the PLT.
- To supervise the preparation and set up of examinations within Learning Area.
- Any other duties as directed by the College Principal.

As Leader of the VCAL Program – Responsibilities:

- To ensure all VCAL students have a structured workplace placement or SBAT.
- To be a link between VCAL staff and the Director of Learning and Teaching.
- To be an active member of the Learning Coaches meetings.
- To ensure that the teaching/learning program is of the highest standard and caters for the needs of the full range of students.
- To oversee and facilitate the smooth running of the VCAL team
- To facilitate formal and informal VCAL Area of Study meetings.
- To attend scheduled meetings of Learning Leaders as required.

- To ensure the four VCAL strands are addressed and cater for the needs of each student.
- To ensure staff maintain a well-documented and resourced curriculum in the VCAL Area, both in hard copy and on-line.
- To ensure regular evaluation of units of work/curriculum.
- Ensure each VCAL student has a PLP and Pathways plan which is revised once a term.
- To distribute resources (including mail) to VCAL staff.
- To present a summary of VCAL data to Executive on a yearly basis outlining results.
- To provide careers guidance and support to Learning Leaders in relation to the VCAL Pathway.
- To work with Learning Leaders and Pastoral Leaders to guide and support students and families in relation to the VCAL Pathway.
- Assessment, feedback and reporting through SIMON are completed in line with the College's guidelines.
- To ensure compliance with the Occupational Health and Safety standards within Learning Area.

As Leader of the VET Program – Responsibilities:

- To oversee the work of the VET Admin officer and work with the teachers of VET subjects
- Visiting classrooms and touching base with VET teachers.
- Ensuring staff maintain a well-documented and resourced curriculum in the VET Area, both in hard copy and on line.
- Keeping up to date with VET related information.
- Providing current information to students, parents and teachers on VET related matters.
- Being responsible for all the VET programs running, including curriculum initiatives (e.g. changes in training packages) and Register Training Organisations (RTOs).
- Planning for future development in VET programs in the College.
- Working with Learning Leaders and Pastoral Leaders to guide and support students and families in relation to the VET Pathway.
- Prepare for the auditing process by the VRQA (every 5 years).
- Preparing an overview of all delivery and assessment provided by VET teachers at the College.
- Review and ensure qualifications and training for all teachers within the VET program to ensure they remain up-to-date.
- Organising and oversee the Structured Workplace Learning Programs.
- As a part of RTO requirements, meet regularly with – and update – the College Principal.