



Director of Pedagogy & Innovation

Role Description

POL 4

Time allowance: 20 x 60 minute periods per 10 day cycle

Position Description

The Director of Pedagogy & Innovation has a key role in the implementation of the College's Learning and Teaching Strategic Plan. The role of the Director of Pedagogy & Innovation is to provide visionary leadership by leading the planning and implementation of contemporary learning and teaching practices that encourages excellence in pedagogy and learning.

The Director of Pedagogy & Innovation is responsible for leading, promoting, supporting and sustaining a dynamic learning culture that models and promotes the effective use of evidence-based research for learning. As a member of the College Stewardship Team, the Director of Pedagogy & Innovation is responsible for ensuring that all teaching and learning policies, processes and procedures adhere to Government and Melbourne Archdiocese Catholic Schools requirements.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work

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)
- Qualifications in Learning and Teaching/Curriculum is desirable

Responsibilities

College Leadership

- Support the vision and mission of the Catholic learning and faith community of Mount St. Joseph Girls' College.
- Lead and promote our Catholic and Josephite Faith tradition.
- Display exemplary leadership.

Strategic Improvement

- Contribute to an ongoing process to develop, communicate and implement the College School Improvement Plan and Annual Action Plan.
- Be a member of and participate in external professional networks and/or associations.
- Remain abreast of current research and pedagogy in the area of Learning and Teaching.

Leadership

- Monitor, mentor and support the Learning Development Leaders and Domain Leaders in leading their teams and fulfilling their roles.

- Work with the Learning Development Leaders and Domain Leaders to improve student learning outcomes.
- As part of the Learning Development team, model and provide information about contemporary pedagogy and positive classroom strategies for all teaching staff.
- Work with the Deputy Principal Learning and Staff to plan and implement the subject selection process, which includes the development of subject handbooks and conducting student interviews.
- Provide reports of teaching and learning initiatives for the College community via the College Newsletter and the Yearbook.
- Work with appropriate staff to organise Grade 4 visits, Year 7 Orientation Day and Open Day.
- In conjunction with the Director of Learning Diversity and Deputy Principal Learning and Staff, be responsible for supporting diversity in student pathway selection and monitoring differentiation to classroom delivery.
- Work with the Deputy Principal Learning and Staff to develop a whole-school approach to Professional Learning in the area of Learning and Teaching which is linked to the Annual Action Plan.
- Work with the Deputy Principal Learning and Staff to develop and implement a Teacher Coaching Program.
- Work with the Deputy Principal Learning and Staff to develop the annual learning and teaching goals that are driven primarily from the School Improvement Framework.
- Work with the Deputy Principal Learning and Staff to develop a school Data Plan that informs school practice and proactive strategic implementation of educational programs.

Curriculum

- Oversee curriculum planning and documentation.
- Work under the guidance of the Deputy Principal Learning and Staff and with the Learning Development Leaders to review and develop policies and procedures in Learning and Teaching.
- Manage the College booklist process.
- In conjunction with the Learning Development Leaders, organise the Head Start Program.
- Oversee the effective implementation of a Learning Management System, leading the SIMON Support in undertaking their role.

Assessment and Reporting

- Work with Deputy Principal Learning and Staffing to develop and evaluate assessment and reporting processes.
- Work with Learning Development Leaders to prepare Parent/Student/Teacher conferences.
- Work with the Deputy Principal Learning and Staff to prepare awards ceremonies.
- Work in conjunction with the Learning Development Leaders and College Organiser & Timetabler to manage and implement College examinations – College mid-year and end-of-year Exams, Trial Exams, NAPLAN and ACER (testing).

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders in Catholic schools to provide faith leadership.
3. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.
4. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students.
5. The capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high-quality outcomes for all students.
6. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
7. Proven organisational skills and capacity to show initiative in working independently.
8. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes.