



Senior Educational Program Leader Role Description

POL 3

Time allowance: 11 x 60 minute periods per 10 day cycle

POL tenure: 3 years, with an accompanying ongoing, full-time teaching position

Position Description

The Senior Educational Program Leader is responsible for providing program and curriculum leadership for VCE, VM and VPC. The Senior Educational Program Leader will work in conjunction with relevant House Leaders, Learning Development Leaders, Domain Leaders and Deputy Principals in developing programs and policies for students at the VCE/VM/VPC level.

The Senior Educational Program Leader is responsible for the effective management of all aspects of the VCE/VM/VPC, administration and provision. This includes leadership and direction in matters of policy, curriculum content, teaching strategy, teaching quality and student attainment and resources.

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)

Responsibilities

Leadership

- Support the vision and mission of the Catholic learning and faith community of Mount St. Joseph Girls' College.
- Participate in the College Middle Leaders Program in order to continue to build leadership capacity and growth.

Administration

- Liaise with the House Leaders and the Director of Learning Diversity to provide special provisions and program adjustments to support student learning as required.
- Be responsible for staff development in relation to Senior Pathways matters in consultation with the Deputy Principal Learning and Staff.
- Share in the induction of staff, particularly those new to the College.
- Be available for parental contact as required and appropriate, regarding curriculum and teacher enquiries or concerns.
- Represent the College in external forums as appropriate.

- Be an active member of the VCE subject selection committee, which coordinates the subject selection program for VCE/VM/VPC students.

VCAA Administration

- Liaise with the VASS Administrator to ensure VCAA deadlines are met.
- Administer VCAA regulations as they apply to VCE, VM and VPC students and studies.
- Manage Special Provisions, SAC redemption and VCE/VM/VPC Panels in conjunction with the Deputy Principal Learning and Staff.
- Work with the VASS Administrator to confirm student enrolment in senior education programs that relate to VASS.
- Receive communication from VCAA via email, VCE/VM/VPC Bulletin and disseminate as required.
- Advise and communicate with staff, students and parents regarding administrative matters related to VCE/VM/VPC as required.
- Liaise with VCAA as required.
- Attend meetings with VCAA as required.
- Work with staff through the process of subject audits.
- Work with the Deputy Principal Learning and Staff to ensure that school processes match the rules and regulations of the VCAA through policy and procedure creation.

Transition and Follow-up

- Support the administration of transition processes including:
 - Working in conjunction with the Deputy Principal Learning and Staff to organise Head Start activities and VCE/VM/VPC Parent Information Evenings.
 - Updating and publishing the VCE/VM/VPC Handbook for staff, student and parent reference.
- Liaise with relevant staff on student transition issues.
- Facilitate a forum through which staff may discuss the progress of a student at a particular level.

Group Monitoring

- Liaise with Learning Development Leaders and Domain Leaders regarding specific concerns in subject matters.
- Facilitate a forum through which staff are able to support each other by discussing a group within a level in relation to their progress.

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.