

POSITION DESCRIPTION

Head of Senior Pathways

POSITION	Head of Senior Pathways
RESPONSIBLE TO	Deputy Principal Learning and Teaching
CLASSIFICATION	POL 3
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Principal Deputy Principal Learning and Teaching
ISSUE: 06	DATE: August 2022

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

In consultation with the Deputy Principal Learning and Teaching, the Head of Senior Pathways is responsible for overseeing the senior pathways for students in Years 10, 11 and 12, including the Victorian Certificate of Education (VCE), and Vocational Education and Training (VET) subject programmes. The Head of Senior Pathways collaborates closely with the Deputy Principal Learning and Teaching, the Deputy Principal Wellbeing, Head of Careers, Heads of Learning, Heads of House, and the Head of Learning Diversity, to support students in the post compulsory years.

The Head of Senior Pathways has responsibility for communication and administration related to VCE and VET studies, as well as other curriculum and student and staff related responsibilities outlined in the role description.

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1. College Leadership

- a. Work with the Principal and Deputy Principal Learning and Teaching to actively and publicly promote the Catholic and Dominican ethos of the College
- b. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- c. Embed high expectations of staff and students in the pursuit of excellence
- d. Support and promote the Dominican mission and Catholic ethos of the College
- e. Promote and use Restorative Practices in all dealings with students, colleagues, and families
- f. Develop authentic relationships with students, staff, and parents, promoting collegiality and open dialogue
- g. Liaise with students and parents as appropriate, in relation to VCE curriculum and learning and teaching matters
- h. Encourage student participation in curriculum related activities within and beyond the College
- i. Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning

2. Educational Leadership

- a. Work collaboratively with the Deputy Principal Learning and Teaching and Heads of Learning, to identify strategic learning and teaching priorities and develop and implement long term strategies for the College and for senior students
- b. Work collaboratively with the Deputy Principal Learning and Teaching, and the members of the Heads of Learning Team to foster a culture committed to continuous improvement to enhance the learning opportunities for students and the educational outcomes of students in the post-compulsory years
- c. Lead and promote professional dialogue, reflective practice and collaboration centered around the learning improvement plan with VCE Teams
- d. Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting
- e. Engage in ongoing professional learning to maintain a comprehensive knowledge and understanding of contemporary educational research, issues, trends, practices, and policies relating to the administration of the VCE and post compulsory years of schooling and to enhance leadership skills
- f. Establish, maintain, and circulate resources and relevant material from professional associations, conferences, and regional networks

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3. Leadership of Staff and VCE Students

- a. Publicise and disseminate all relevant VCE matters of procedure and policy to staff via email and briefings
- b. Work collaboratively with VCE teachers to foster a climate conducive to professional discourse and contemporary evidence-based practices
- c. Support individual teachers in the performance of their professional responsibilities to ensure that College and the VCAA expectations are met and follow up with staff if concerns arise
- d. Show tact, respect, and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- e. Support staff new and returning teachers to VCE/VET teaching, in the regulations, methodology and pedagogy of the post compulsory years
- f. Organise and lead VCE Student briefings to develop student understanding of VCE requirements, develop student learning approaches, organisation and time management skills
- g. Lead the Learning Conversation Process

4. Management and Administration

- a. Be responsible for the supervision of VASS 21 operations, including managing data input whilst working closely with the Curriculum Administrator.
- b. Ensure that the Victorian Curriculum and Accreditation Authority (VCAA) requirements for the Victorian Certificate of Education are met, including the VET requirements
- c. Maintain communication between the College, its staff, parents, and students and the VCAA and other providers, and receive, and distribute VCAA correspondence where appropriate
- d. Be responsible for the production, publication, and annual review of a comprehensive VCE/VET Handbook for staff, students and parents
- e. Coordinate the Year 12 Parent Information Evening, VTAC and VET Student and Parent Briefings and present at the Senior Pathways Evening
- f. In collaboration with the Deputy Principal Learning and Teaching, Head of Careers, Heads of House, Heads of Learning and College Timetable Coordinator, liaise with parents and students in relation to senior pathways, subject options, and subject selection
- g. Update staff, parents and students on all changes relating to the post compulsory years and the VCE and VET programmes
- h. In collaboration with the Year 12 teachers and the Heads of Learning, prepare and regularly update a calendar of SAC/SAT dates for the year and publish to VCE teachers and students

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- i. With Curriculum Administrator, oversee all aspects of external VCE VCAA examinations, VCAA GAT and Trial examinations when scheduled
- j. Oversee the organisation of all rescheduled VCE SACs
- k. Oversee the management and submission of Special Examination Applications
- l. In conjunction with the Head of Careers, oversee enrolments and management of VET students and parents
- m. Liaise with subject teachers, Learning Diversity staff, Heads of Learning, Heads of House and parents regarding students at risk as evidenced by failure to submit work, poor use of class time, problems with class attendance, etc.
- n. Convene and chair the VCE Panel to investigate reported breaches of VCAA and College rules and regulations in regard to the VCE and brief the Deputy Principal Learning and Teaching on the panel's findings and recommendation
- o. Develop and coordinate the program for Enrichment and publish the program in advance to staff
- p. Develop and coordinate a Study Skills program for senior students, in collaboration with the Deputy Principal Learning and Teaching
- q. Develop relationships between the College, the TAFE sector, and other providers in relation to VCE/ VET courses
- r. Represent the College at network meetings, seminars and conferences, as appropriate and as agreed by the Principal
- s. Undertake other tasks as requested by the Principal and Deputy Principal Learning and Teaching

5. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Demonstrate excellent interpersonal skills and the capacity for effective communication
- c. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- d. Adhere to the College's professional dress code for staff
- e. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- f. Demonstrate professional and collegial relationships with colleagues
- g. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- h. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- i. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan

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- j. Be familiar with and comply with all College policies and procedures

KEY SELECTION CRITERIA

1. Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in learning and teaching
2. Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies
3. Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams
4. A commitment to the concept of a learning community and an ability to work with all members of the community to enhance learning and teaching
5. Demonstrated commitment to ongoing professional learning

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed.

The Head of Senior Pathways is appointed for a three-year period and has a time allowance of 14 periods.

A performance appraisal will be conducted midway through the period of tenure.