

ROLE DESCRIPTION

Director of Learning and Innovation

POSITION	Director of Learning and Innovation
RESPONSIBLE TO	Deputy Principal Learning and Teaching
CLASSIFICATION	POL 4
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: 03	DATE: October 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.

The Director of Learning and Innovation is appointed by the Principal and is a member of the Senior Leadership Team. He/she works closely with the Deputy Principal Learning and Teaching, to ensure an unrelenting focus on learning across the College and to support staff in the provision of contemporary and effective learning opportunities, which meet the needs of all students as detailed in the Strategic Plan.

The Director of Learning and Innovation works with the Deputy Principal Learning and Teaching and staff to facilitate innovation, collaboration, and reflective practice, and to provide school based professional learning opportunities for teachers. A key aspect of the role is to gather and analyse quantitative data about students' learning to inform curriculum development, pedagogy, and strategic planning.



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1. College Leadership

- 1.1. Work with the Principal and Deputy Principal Learning and Teaching to actively and publicly promote the Catholic and Dominican ethos of the College
- 1.2. Engage in ongoing formation in the Catholic and Dominican ethos of the College
- 1.3. Provide leadership by actively and publicly supporting the College's Mission Statement and in implementing the College's Strategic Plan and School Improvement Plan
- 1.4. Embed high expectations of staff and students in the pursuit of excellence
- 1.5. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- 1.6. Develop authentic relationships with students, staff and parents, promoting collegiality and open dialogue
- 1.7. Be a positive role model for colleagues and students and demonstrate a commitment to life-long learning
- 1.8. Share with other members of the Leadership Team, duties related to overall leadership and management of the College
- 1.9. Support and promote the prayer life of the College and service of others
- 1.10. Undertake any duties as delegated by the Principal

2. Educational Leadership

- 2.1. In collaboration with the Deputy Principal Learning and Teaching, support and work with Heads of Learning and faculty staff to engage in professional dialogue and collaboration about learning and teaching to enhance students' learning outcomes
 - 2.2. Keep abreast of new developments and contemporary research in learning and teaching, and lead discussion with Heads of Learning and staff to assist with the delivery of high quality teacher instruction
 - 2.3. In collaboration with the Deputy Principal Learning and Teaching, lead curriculum review and the design and development of new curriculum and resources to meet strategic goals and compliance requirements
 - 2.4. Work with the Deputy Principal Learning and Teaching to introduce and manage change of new learning and teaching initiatives
 - 2.5. In collaboration with the Deputy Principal Learning and Teaching, support the Heads of Learning team and faculty staff to embed the Siena Learning framework to build a culture of learning
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ROLE DESCRIPTION

Director of Learning and Innovation

- 2.6. In collaboration with the Deputy Principal Learning and Teaching, the Leaders of Pedagogy and the Heads of Learning Team, embed the Siena Pedagogical Model and evaluate the approach against student learning outcomes, models of best practice and the most up to date educational research into effective pedagogical approaches
- 2.7. In collaboration with the Deputy Principal Learning and Teaching, the Leaders of Pedagogy and the Heads of Learning Team, lead the implementation and use of Siena Inform, external data sources and internal student data and evaluate the approach against student learning outcomes, models of best practice and contemporary educational research regarding use of data.
- 2.8. Support the Deputy Principal Learning and Teaching with the ongoing development of Siena Central from a learning perspective, including classroom learning, assessment and reporting and school community engagement
- 2.9. Work with the Deputy Principal Learning and Teaching, to develop strong and effective professional learning teams
- 2.10. In collaboration with the Deputy Principal Learning and Teaching, lead innovation and facilitate professional learning teams/research teams in their investigations, trials, reflections, and feedback to enhance learning and teaching across the College
- 2.11. Contribute to the development, implementation and review of College policies and charters on curriculum, learning and teaching, and assessment and reporting
- 2.12. In collaboration with the Deputy Principal Learning and Teaching, lead innovation in assessment and reporting

3. Leadership of Staff

- 3.1. Demonstrate excellent interpersonal skills and effective communication
 - 3.2. Lead and work with Leaders of Pedagogy and Heads of Learning to support Subject Teams and individual teachers to identify, develop, implement and embed the use of a broad range of evidence based high impact teaching strategies in their everyday practice to ensure a learning centered school
 - 3.3. Lead and work with Leaders of Pedagogy and Heads of Learning to support Subject Teams and individual teachers to evaluate and modify their teaching practice according to the effectiveness of their practices; lead staff to trial new practices, monitor student learning and seek feedback to gauge the impact of changed practices
 - 3.4. Lead and support Leaders of Pedagogy and Heads of Learning to work collaboratively with Subject Teams and individual teachers to use assessment data to track the impact of their teaching practice and on the use of specific strategies on student outcomes
 - 3.5. Extend the culture of reflective practice by establishing a program in which class based student feedback (via survey) on their learning experience, is collected and followed up with a coaching conversation held with the teacher
 - 3.6. Liaise with the Heads of Learning to continue to develop teaching programs that integrate the Victorian Curriculum Capabilities
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ROLE DESCRIPTION

Director of Learning and Innovation

- 3.7. In collaboration with the Heads of Learning, lead faculty curriculum reviews
- 3.8. Promote the integration of information and communication technologies to enhance learning and teaching and support Subject Teams in the area of digital learning
- 3.9. Support Subject Teams and individual teachers in continuing to develop their skills in utilising Siena Central for student learning and assessment
- 3.10. Show tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- 3.11. Be an exemplary classroom teacher

4. Management and Administration

- 4.1. Demonstrate high level organisational and administrative skills
- 4.2. Provide support for the Deputy Principal Learning and Teaching, in the administration and oversight of formal reporting, online feedback and examinations
- 4.3. Work with the Deputy Principal Learning and Teaching, to allocate staffing loads
- 4.4. Establish and maintain vibrant displays of 'learning'
- 4.5. Be a member of the ICT Committee
- 4.6. Be a member of the Leadership Team and the Learning and Teaching Team
- 4.7. Write an annual NAPLAN analysis report
- 4.8. Write draft funding proposals for the consideration and approval of the Principal
- 4.9. Represent the College in appropriate regional networks and outside organisations and circulate resources and relevant material as appropriate
- 4.10. Write reports for the College newsletter, Spirit of Siena, College Yearbook and other publications as appropriate
- 4.11. Develop and administer the annual Director of Learning and Innovation budget in collaboration with the Deputy Principal Learning and Teaching, and College Business Manager
- 4.12. Undertake other tasks as requested by the Principal and Deputy Principal Learning and Teaching

5. General accountabilities for all Staff

- 5.1. Demonstrate duty of care to students in relation to their wellbeing
 - 5.2. Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
 - 5.3. Adhere to the College's professional dress code for staff
 - 5.4. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
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ROLE DESCRIPTION

Director of Learning and Innovation

- 5.5. Demonstrate professional and collegial relationships with colleagues
- 5.6. Commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning as required
- 5.7. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.8. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.9. 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 innovation
- 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 and post graduate studies

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

The Director of Learning and Innovation is appointed for a three year period and has a time allowance of 30 periods per cycle

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