



Position Description

Data and Academic Growth Leader

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with the school, local and global communities

About the Position

The Data and Academic Growth Leader works in close partnership with the Deputy Principal Learning and Teaching to strengthen student learning outcomes through the strategic use of data across the College. They are responsible for the coordination and administration of key assessment programs, the analysis and interpretation of student achievement data, and the provision of meaningful insights that inform whole-school improvement priorities.

Central to the position is building a culture of evidence-informed practice. This includes supporting staff to effectively interpret and respond to data, identify trends in achievement and growth, and implement targeted intervention and extension strategies that enhance learning outcomes for all students.

The Data and Academic Growth Leader plays a key role in strategic planning and reporting by providing timely, accurate, and actionable insights. They also oversee the effective use of academic data platforms, ensuring data integrity, accessibility, and consistency, and work collaboratively with leaders and teachers to embed data-driven decision-making across Years 7–12.

Key Responsibilities

Assessment Administration

The Data and Academic Growth Leader is responsible for key College assessment programs to ensure accurate data collection and effective implementation processes.

Responsibilities include:

- Coordinate and administer high stakes testing including, but not limited to, NAPLAN, PAT and AGAT testing.
- In conjunction with the Deputy Principal Learning and Teaching, ensure assessment processes are conducted efficiently and in accordance with relevant guidelines and timelines.
- Maintain accurate assessment records and data collection processes.

Data Analysis and Reporting

The Data and Academic Growth Leader is responsible for analysing a wide range of student performance data to improve learning outcomes and guide strategic decision-making.

Responsibilities include:

- Analyse VCE (VCAA) results to identify trends and support improvement strategies for senior students in collaboration with the VCE Leader.
- Monitor and interpret NAPLAN, PAT (Maths and Reading), and AGAT data to track student growth, identify trends, and support curriculum planning, transition, and targeted interventions.
- Analyse school-based assessment data to support student pathway planning and academic counselling.
- Work with key leaders (e.g., Deputy Principal Learning and Teaching, Literacy/Numeracy Leaders, Learning Diversity Leader, Pathways Leader, Enrichment Coordinator) to triangulate multiple data sources and identify students needing support or extension.
- Prepare clear reports, summaries, and presentations on trends and improvement priorities for strategic planning and annual reporting.

Staff Professional Learning and Support

The Data and Academic Growth Leader builds staff capability in using data effectively to enhance teaching practice and improve student outcomes, fostering a culture of evidence-informed decision-making.

Responsibilities include:

- Design and deliver targeted professional learning in partnership with the Director of Pedagogy and Practice to strengthen staff skills in data interpretation and evidence-based teaching.
- Collaborate with the Deputy Principal Learning & Teaching and other leaders to develop practical strategies and resources that help staff respond effectively to academic data.
- Engage in ongoing coaching conversations with Learning Leaders and teachers to analyse student performance trends and guide instructional improvements.
- Support Learning Leaders in building team-wide data literacy and integrating data-informed practices across the College.
- Assist teachers to identify patterns in student data and implement targeted strategies for improvement, intervention, and extension.
- Promote consistent and strategic use of data to drive ongoing reflection, growth, and improved learning outcomes across the College.

Intellischool and Data Systems Management

The Data and Academic Growth Leader supports the effective use of College data systems to monitor student progress and improve access to meaningful academic information.

Responsibilities include:

- Utilise Intellischool to monitor individual and cohort academic performance.
- Support the ongoing tracking of student academic growth and progress over time.
- Work collaboratively with the Digital Pedagogies Leader to ensure academic data systems are effectively maintained and utilised.

- Lead the development and annual review of the College Data Plan, including reporting timelines, analysis priorities and improvement goals.

Awards, Pathways and Student Eligibility

The Data and Academic Growth Leader coordinates and verifies academic data to support student recognition, pathways planning and academic decision-making processes.

Responsibilities include:

- Collate and verify academic data for Years 7–11 Award ceremonies and the High Achievers Assembly, working collaboratively with the Deputy Principal Learning and Teaching.
- Triangulate data from multiple sources to determine student eligibility for Early Entry VCE, in conjunction with the Deputy Principal Learning and Teaching.
- Work collaboratively with Learning Area Leaders, the VCE Leader and the Pathways Leader to support student pathways and academic progression processes.
- Provide academic data and analysis to the Deputy Principal Learning and Teaching, Learning Area Leaders, VCE Leader and Pathways Leader to support strategic student decision-making.

Organisation and Administration

The Data and Academic Growth Leader ensures the effective organisation and administration of processes that support the College's assessment, reporting and academic improvement priorities.

Responsibilities include:

- Maintain accurate, secure and confidential student data records in accordance with College and legislative requirements.
- Maintain an annual calendar of assessment, reporting and data review activities to ensure alignment with College priorities and key operational timelines.
- Prepare agendas, documentation and supporting materials for meetings relating to student achievement, academic growth and assessment programs.
- Prepare and contribute content and reports for College publications, digital platforms and other communication channels.

Child Safety and Professional Responsibilities

The Learning Leader ensures all practices align with College policies, child safety requirements and professional expectations.

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that promotes student wellbeing, engagement and achievement.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.

- Engage in relevant professional networks, meetings and professional learning opportunities to support ongoing professional growth and leadership development.
- Attend College formation days and professional learning activities as required.
- Attend out-of-hours College events directly related to this position of leadership, noting that this is an inherent requirement of the role and may not attract Time in Lieu.

Variation to the Position

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	Leadership Team, Director of Pedagogy and Practice, Digital Pedagogies Leader, Learning Leaders, staff, parents/carers and students
External Liaisons	Intellischool, VCAA, ACARA
Conditions	POL Level 2 Time release: 10 x 60 minute periods per cycle
Appointment Time	2027-2029 (with a mid-term appraisal)