



Position Description

Director of Pedagogy and Practice

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 Director of Pedagogy and Practice, in conjunction with the Deputy Principal Learning and Teaching, is responsible for driving excellence and consistency in curriculum, pedagogy, assessment and professional practice across the College.

Working closely with the Deputy Principal Learning and Teaching, this role focuses on improving classroom practice through instructional coaching, collaborative planning and evidence-based professional learning. They work alongside teachers to refine pedagogy, assessment and curriculum implementation, ensuring that evidence-informed approaches translate into improved student learning.

Key Responsibilities

Pedagogy and Professional Practice

The Director of Pedagogy and Practice leads evidence-informed teaching practices and works with teachers to strengthen their professional practice and ensure high-quality teaching.

Responsibilities include:

- Champion a culture of high expectation, academic rigour and evidence-based practices aligned with the MACS Vision for Instruction and the College Vision.
- Lead and model contemporary pedagogical approaches that support authentic, engaging and rigorous learning.
- Promote professional reading, research and evidence-informed teaching practices across the College.
- Oversee the identification, evaluation and use of resources that support effective pedagogy.
- Support Learning Leaders in embedding differentiation, high-impact teaching strategies and MTSS-aligned practices.
- Work collaboratively with leaders to communicate and reinforce agreed pedagogical expectations.
- Promote the use of data to monitor student growth, progression and academic performance.

Staff Professional Learning

The Director of Pedagogy and Practice leads and supports professional learning initiatives that build staff capacity and align with the strategic priorities of the College.

Responsibilities include:

- Review, develop and facilitate professional learning programs aligned with College priorities and the MACS Vision for Instruction.
- Lead the design and implementation of Professional Learning Communities (PLCs) ensuring professional learning is coherent, strategic and evidence-informed.
- Work collaboratively with the Data and Academic Growth Leader to build staff capability in analysing and interpreting student data.
- Working with the Data and Academic Growth Leader, support the translation of data insights into targeted professional learning and curriculum improvement initiatives.
- Support staff to effectively use NAPLAN, PAT, VCE and teacher-judgement data to inform teaching practice.
- Support Learning Leaders in identifying professional learning priorities within their teams.

Curriculum Implementation

The Director of Pedagogy and Practice supports Learning Leaders and teachers to effectively implement curriculum in ways that enhance classroom practice and student learning.

Responsibilities include:

- Support Learning Leaders to develop curriculum documentation that is evidence-informed, academically rigorous and aligned with the MACS Vision for Instruction.
- Drive continuous improvement in curriculum planning, course design and pedagogical practice.
- Support the alignment of curriculum, pedagogy and assessment in classroom practice.
- Work with the Director of Student Wellbeing in the development of learning programs (eg Thrive) that support wellbeing initiatives that intersect with and strengthen student learning.

Assessment, Feedback and Reporting

The Director of Pedagogy and Practice shares responsibility with the Deputy Principal Learning and Teaching to whole-school approaches to assessment, feedback and reporting to ensure consistency, rigour and alignment with College expectations and compliance requirements.

Responsibilities include:

- In conjunction with the Deputy Principal Learning and Teaching, coordinate whole-school assessment and reporting practices.
- Establish and maintain clear policies, procedures, guidelines and timelines relating to assessment, feedback and reporting.
- Collaborate with the Digital Pedagogies Leader and Learning Leaders to ensure SIMON is used effectively and consistently for assessment, feedback and reporting processes.
- Support Learning Leaders and teachers to embed high-quality, evidence-based feedback practices in classroom routines.
- Oversee the organisation and administration of internal College examinations across all year levels.

- Assist, along with the Data and Academic Growth Leader, in the coordination of College Awards and High Achievers Assemblies.

Leadership and Collaboration

The Director of Pedagogy and Practice builds strong professional relationships and fosters a culture of collaboration, reflection and continuous improvement.

Responsibilities include:

- Promote a culture of collaboration, reflective practice and professional growth.
- Assist in the implementation of College strategic initiatives related to learning and teaching.
- Maintain a visible presence in classroom and actively engage with teachers.
- Meet regularly with Learning Leaders and teachers to provide instructional support.
- Engage with student voice initiatives connected to learning and teaching.
- Contribute to the review and development of College policies related to learning and teaching through involvement in the Policy Committee.

Organisation and Administration

The Director of Pedagogy and Practice maintains effective operational systems and contributes to key College processes and administrative requirements.

Responsibilities include:

- Assist the Deputy Principal Learning and Teaching with staff processes as required.
- Assist with the coordination of the College Subject Selection process, including course information evenings and course counselling.
- Maintain records and associated documentation for meetings, and distribute agendas, minutes and relevant materials as required.
- Oversee the coordination of College booklists, stationery lists and hire book processes.
- In collaboration with Learning Leaders and Digital Pedagogies Leader, coordinate the review and renewal of digital tools, texts and subject-specific resources.
- Prepare and contribute content and reports for College publications, digital platforms and other communication channels.

Child Safety and Professional Responsibilities

The Director of Pedagogy and Practice 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.

Qualifications and Experience

The Director of Pedagogy and Practice will have the following qualifications and experience:

- Postgraduate qualification in educational leadership or similar or working towards completion.
- Experience in educational leadership at POL 3 level or above.

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, Data and Academic Growth Leader, Digital Pedagogies Leader, Learning Leaders, Learning Diversity Leader, staff and students
External Liaisons	MACS, VCAA and other relevant authorities
Conditions	POL Level 4 Time release: 24 x 60 minute periods per cycle
Appointment Time	2027-2029 (with a mid-term appraisal)