



SACRED HEART GIRLS' COLLEGE

ROLE DESCRIPTION

DIRECTORS OF LEARNING INNOVATION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions 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 strengthening 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 parents and the broader community

The Directors of Learning Innovation are appointed by the Principal and work collaboratively with the Deputy Principal Learning and Teaching to lead, inspire and challenge teachers at SHGC to implement a dynamic, innovative curriculum that is student focused.

The Directors of Learning Innovation work in partnership with each other and with the Deputy Principal Learning and Teaching to form the Learning Innovations Team. This team works to ensure excellence in teaching practice and the development of an exemplary learning and teaching environment and that the College's academic program is well structured and meets all the requirements for assessment and reporting. Using data and evidence based practices with a focus on continuous improvement, the Directors of Learning Innovation will monitor student outcomes and work with key staff to implement effective data-driven learning and assessment frameworks.

In providing this, the Directors of Learning Innovation will demonstrate leadership that reflects the vision and values articulated in the College Mission Statement.

ROLE RESPONSIBILITIES

In fulfilling these shared responsibilities, the Directors of Learning Innovation will work in conjunction with the Deputy Principal Learning and Teaching to:

CULTURAL LEADERSHIP

- Actively and publicly promote and support the Catholic identity of the College, its mission, vision and values reflecting the charism of the founding Sisters of Our Lady of the Missions
- Model, inspire and facilitate a whole-school approach to learning and teaching
- Be a role model to the community
- Promote and provide collaborative learning experiences
- Actively and publicly advocate for the-seamless integration of ICT and digital tools in all learning and teaching programs
- Provide students with a child safe environment by being familiar with and complying with the College's child-safe policies and practices.

EDUCATIONAL LEADERSHIP

- Demonstrate future focussed and student centred thinking
- Keep abreast of trends in the development of contemporary and innovative curriculum and pedagogy
- Facilitate the development, implementation and evaluation of the curriculum
- Review and support special programs related to learning and teaching

- Create innovative learning directions and strategic partnerships to enhance opportunities for all students
- Monitor and evaluate learning and teaching programs
- Work closely with Learning Leaders to support the development and implementation of contemporary curriculum and pedagogical practices
- Lead and manage the assessment, feedback and reporting policies and practices
- Ensure data and evidence based research is used to inform decisions relating to learning and teaching.

HUMAN LEADERSHIP

- Demonstrate excellent interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the College community
- Have a capacity for leading and managing change within the College environment
- Build teacher capacity to improve student outcomes through strategic planning and the development and implementation of staff professional learning
- Develop staff confidence in using feedback to inform practice
- Promote student voice in classroom practice
- Lead and support staff in the integration of digital tools and ICT in the classroom and in the utilisation of digital tools for administrative responsibilities.

TECHNICAL AND ORGANISATIONAL LEADERSHIP

- Demonstrate high levels of organisational, administrative and digital literacy skills-
- Support the planning, organisation and coordination of the learning and teaching program
- Liaise with others to ensure coordinated use of resources

SPECIFIC DUTIES

These duties will be shared with and assigned by the Deputy Principal Learning & teaching based on individual interests and expertise.

CULTURAL LEADERSHIP	<ul style="list-style-type: none"> • Manage and coordinate the implementation of Government initiatives such as compliance reporting, PISA and NAPLAN testing • Regularly report to the Deputy Principal Learning and Teaching on matters relating to learning and teaching and digital technologies.
EDUCATIONAL LEADERSHIP	<ul style="list-style-type: none"> • Review, develop and implement professional learning which aligns with the needs of the College • Ensure effective assessment, feedback and reporting which aligns to the strategic directions of the College • Implement policies and practices relating to assessment, feedback and reporting • Ensure documentation of policies and curriculum meets all College requirements • Lead, manage and review the implementation of eLearning throughout the learning and teaching program and College ICT and digital tools policies in-line with the College ICT Strategic plan.
HUMAN LEADERSHIP	<ul style="list-style-type: none"> • Actively participate in Learning Leaders meetings and other related committees or groups • Liaise with-staff on matters relating to ICT and digital tool use. • Foster and facilitate opportunities for student leadership related to eLearning

TECHNICAL AND ORGANISATIONAL LEADERSHIP	<ul style="list-style-type: none"> • Support the organisation of Learning Conversations, internal examinations, subject selection process and other learning related activities. • Assist in the organisation of the College Awards ceremonies and the High Achievers' Assembly • Prepare relevant budgets and authorise and manage relevant expenditure • Be willing to work outside the traditional operational days or hours of the College in order to meet key responsibilities.
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Variation to Role

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.

REPORTING RELATIONSHIPS

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	Learning Leaders, Year Level Leaders, VCE Co-ordinator, Careers Co-ordinator, College Leadership Team, Learning Diversity Leader
External Liaisons	Relevant Learning and Teaching organisations and authorities
Conditions	POL 4 with 22 periods time allowance (approximately 0.6FTE). Ongoing teaching position. Salary and allowance in accordance with the Victorian Catholic Education Multi-Enterprise Agreement 2018.
Appointment Time	3 years