



Faculty Leader & Coach

Role Description

POL:	2.5			
Time Release:	English	8	Technology	6
	Mathematics	8	Arts (including Drama)	6
	Science	8	Health & Physical Education	6
	Humanities	8	Languages (Italian)	4
	Religious Education	6		
Reporting to:	Deputy Principal – Learning and Teaching			
Appointment Period:	3 years			
Scope:	Whole of the College			

The role of a Faculty Leader and Coach is to lead the members of their faculty with a solutions focused approach.

A Faculty Leader and Coach will oversee the smooth and efficient delivery of the curriculum within their subject area. They will assist classroom teachers in the development of best teaching practice and implementation of programs that improve student performance and learning outcomes. The Faculty Leader and Coach will support and guide teachers in the areas of contemporary pedagogical practice, development of innovative teaching and learning programs and accurate formative and summative assessment.

Team Memberships:

- Learning and Teaching Team;

Collaborates with:

- Members of the College Leadership Team;
- Other Position of Leadership appointees;
- Staff, students and parents/guardians

As a leader at Lavalla Catholic College you will actively:

- Promote the mission and Catholic ethos of the College;
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;



- Collaborate with all members of the Leadership Team to creatively implement the strategic goals of the College;
- Model a leadership style and approach which reflects one that is based on a model of Christian service;
- Publicly support the leadership of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College; and
- Represent the College in external forums.

Legal Compliance and Policy Development:

- To see that all College policies are in compliance with the law and meet government statutory authority expectations;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships; Conflict of interest, etc; and
- To ensure that, on a regular basis, all policies are reviewed and ratified by the College Advisory Council.

Child Safety

Teachers will have a commitment to child safety;

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work

Key Responsibilities

A Faculty Leader and Coach has responsibilities in the following areas:

Specific Duties

- To share a co-responsibility with the Leadership Team for the professional growth of members of the Faculty;
- To work collaboratively to monitor closely plan and improve learning and teaching;
- To analyse data relevant to their subject area and develop strategies to improve student outcomes;
- To organise regular Faculty workshops (Records of all such workshops should be kept for future reference by subject teachers);
- To gather staff to:
 - Facilitate collaborative curriculum planning and development;
 - Ensure course documentation is up to date and accessible
 - Ensure that curriculum is sequential from 7-10 and meets VCAA requirements
 - Ensure that assessment is consistent and appropriate
 - Ensure that tasks are challenging and accessible to all students
- To review assessment programs regularly through the year and to ensure valid and rigorous testing and assessment has been delivered to students;
- To ensure that academic reporting to parents is undertaken in an orderly and comprehensive manner;
- To ensure that relevant course documents are available on eLearn for students and parents to access;
- To submit a Faculty Budget for the coming year;



- To encourage teachers to be aware of current developments including technology, on line resources and films;
- To liaise with the Leadership Team in monitoring in-service within the department;
- To liaise with Subject Leaders from other schools in the area;
- To liaise with the Leadership Team concerning allocation of staff within the department.
- To ensure that the College is a member of the relevant Subject Association and that information from the Association is made available to department members;
- To ensure that relevant feedback, with respect to in-service activities, is given to members of the team. All Professional Development should be recorded;
- To determine book list requirements fully considering the costs for families;
- To ensure that subject excursions are monitored and planned in accordance with College policies;
- To liaise with the Leadership concerning allocation of mentors and buddies to new staff;
- To attend and participate in all relevant meetings;
- Faculty Coach and Leader with specific responsibility for **Religious Education** is also a member of the Ministry team and will work closely with the Director of Catholic Identity to contribute to liturgies and resources are well developed and managed;
- Additional duties as directed by the Principal.

Other

- Regular communication with the community in College publications on matters relating to this role;
- Conduct Annual Review Meetings of selected relevant staff;
- Perform other duties as may be required by the Principal.

All applicants should note that this role description is not intended to be a prescriptive document and therefore will change as the position develops and forms.

Key Selection Criteria:

All staff seeking positions of leadership should demonstrate:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Ability to articulate the vision of the College and to inspire a wide range of people in order to initiate programs, events and developments.
- Have a proven record of success as a secondary teacher, with an extensive knowledge of current educational theory and practice;
- Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;
- Capacity and willingness to undertake their role with flexibility;
- Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;
- Appropriate qualifications and experience to lead in this area;
- A strong commitment to continuous improvement in personal practice; and
- A willingness to represent Lavalla Catholic College in a public forum.

.Applicants are required to submit the following:

1. An introductory letter briefly outlining their suitability and interest in the position
2. A detailed curriculum vitae, including contact details for referees, one of whom must be from the applicant's current setting