



LEARNING COMMUNITY LEADER

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
Group	Teaching
Classification	POL 4
Tenure	28 January 2022 – 28 January 2024
Hours of work	12 periods per cycle, + \$13,555pa
Reports to	Deputy Principal Student Development
Last amendment	March 2020
Version	2.1

Position Summary

A Learning Community Leader (LCL) will ensure that each teacher in their Learning Community has the necessary resources, knowledge and professional will to support students in maximising their learning potential. The LCL is a critical member of the Student Services Team.

This Leader will work with their community of Learning Mentors to develop the identity of their Learning Community. They will also be responsible for supporting Learning Mentors in their role with student management and learning. So too will they be largely responsible for continuing to lift the performance of teachers within their community working closely with college learning and teaching and school leadership. This position requires the recipient to have demonstrated a clear commitment to leadership development.

Key Selection Criteria	<ul style="list-style-type: none">• Understanding of leading in a Catholic school• Ability to collaborate with staff with purpose and a strong commitment to excellence.• Demonstrated ability to be flexible, resilient, innovative, visionary, and a learner.• Demonstrated ability to have the highest level of personal and professional integrity.• Being committed, passionate and accomplished in learning & teaching.• Demonstrates a sound understanding of current pastoral wellbeing practices in a secondary school setting• Understanding and promoting the importance of data analysis and feedback to enhance learning and wellbeing• Current Victorian Institute of Teaching (VIT) registration
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Assist in the provision of a child-safe environment for all students• Demonstrate duty of care to students in relation to their physical and mental wellbeing

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership	<ul style="list-style-type: none">• Develop the college's Learning Mentor Program in conjunction with the Deputy Principal Student Development• Develop a faith filled community via regular liturgy and strong communication of the college vision, mission and graduate outcomes
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	<ul style="list-style-type: none"> • Empower staff to act restoratively with students and each other
	<ul style="list-style-type: none"> • Empower staff to embrace continuous self-improvement based on evidence collected in the form of data • Embed the Student Development and Pastoral Wellbeing suite of policies ensuring they are enacted by all staff, including the Student Engagement & Management Policy • Embed processes across the college to ensure that Learning Mentors are the first point of contact for families and teachers
Management	<ul style="list-style-type: none"> • Liaise with the entire Student Services Team to support students' needs • Support the Learning Diversity Team to implement and manage the PLP process • Organise the development of the physical and virtual environment of the Learning Community • Ensure that the uniform is worn correctly and that the policies relating to uniform are adhered to • Maintain accurate records of Learning Community meetings, student wellbeing issues, commendations and basic business • Assist the Communications & Development Officer with the transition of students into the Learning Community • Organise and manage any events particular to the Learning Community • Prepare the Learning Communities annual budget, plan and oversee expenditure in accordance with college structures • Assist the Executive Team in relation to staffing and professional learning required by the Learning Community • Be assigned a portfolio of duties in order to support the horizontal needs of the college • Coordinate and support Student Leadership across all year levels, including the Senior Student Leaders • Lead the coordination of CCW day with the support of all other Leaders • Support student connectedness to their community, each other, staff and particularly their Learning Mentor • Support the resolution of issues utilising a variety of restorative case management perspective • Support Learning Mentors involvement in the academic achievement and progress of their mentees • Support staff to have the necessary information about students' wellbeing to enable them to effectively teach the student • Support families and Learning Mentors via regular and meaningful communication staff to embrace continuous self-improvement based on evidence collected in the form of data
Memberships	<ul style="list-style-type: none"> • Student Services Team • CCW Combined Leaders • Any other teams or project groups established as required



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Other duties	<ul style="list-style-type: none">• Any other duties as assigned by the Principal or Deputy Principal Student Development.
Professionalism & Ethos/Mission of the College	<ul style="list-style-type: none">• Is punctual for all duties• Presents self appropriately, following dress code as required.• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.• Responds to own training/development needs.• Seeks feedback on own performance.• Maintains highly effective working relationship with all staff.• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.• Participates in meetings as required.• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.