



POSITION DESCRIPTION

Title:	Head of Middle Years Learning
Department:	College Staff
Location:	Burke Hall (Junior) Campus

Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position

The Head of Middle Years Learning will make a significant contribution to an aspirational and rigorous culture of educational excellence at Xavier through their leadership offered to students, their parents and all educators engaged with the Burke Hall (Junior) campus, working in close partnership with the Director of Campus (Burke Hall) other members of the Burke Hall Leadership team.

The Head of Middle Years Learning reports to the Director of Burke Hall and holds a key responsibility for the academic wellbeing of the students in their care. The role requires a deep and effective understanding of the academic needs of middle years (Years 5-8) learners and the appropriate teaching methodology and systems that are critical for supporting the most optimal outcomes. Quality in personal engagement and the formation of positive relationships is essential, with good process and documentation skills also important.

The Head of Middle Years Learning will work constructively with the Burke Hall Leadership Team to ensure an aspirational, positive and relational culture is maintained across the Burke Hall (Junior) campus. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. This role strives to fulfil the academic and intellectual dimensions of this care, and is therefore driven by the desire to promote rigorous standards of educational excellence in learning and teaching, with a clear understanding of the *magis* in the promotion of quality and depth. It must also be attentive to all matters of child safety.

The Head of Middle Years Learning provides an important intersection between all aspects of learning and the holistic educational programs of the College. This is assisted with positive interactions with colleagues, with particular attention to the Head of Middle Years, the Head of Operations and the Heads of Learning Areas.

Core Duties and Responsibilities

The Head of Middle Years Learning will:

- assist the Head of Middle Years to ensure that the curriculum and academic program meets the literacy and numeracy needs of the students, and the standards and practices required for the Victorian Curriculum
in consultation with the Year Coordinators, Heads of Learning Areas (HoLAs) and Head of Learning Enhancement, oversee and coordinate the scope and sequence within the curriculum to ensure smooth transition for students through the year levels
- oversee the regular review of all curriculum documentation and policies in accordance with the requirements of Government Regulations and the Victorian Curriculum
- work with the Head of e-Learning to ensure staff are highly proficient and skilled in the use of learning technologies
- in conjunction with the Head of Learning Enhancement, mentor and guide teachers to ensure a differentiated curriculum for all students and provide support and expert advice to all teacher teams
- support teachers to thoroughly plan and reflect on their teaching and learning programs
- coordinate the assessment and reporting methods to assist teachers to keep accurate, relevant records on student progress
- oversee and coordinate the Assessment and Reporting requirements of the year levels
- in conjunction with the Head of Middle Years, the Head of Operations and Heads of Learning Area (HoLAs), determine the assessment and examination schedule for year levels
- working with the Middle Years teams, coordinate and where appropriate, facilitate professional learning for teaching staff in accordance with the aims and objectives of the College and relevant curriculum authority
- in consultation with appropriate staff, devise innovative learning activities that allow students to make links in their learning in areas that may previously have been discrete
- provide professional learning to teaching staff on teaching practice and methods by modelling lessons and activities within classrooms
- maintain effective working relationships and regularly liaise with other Jesuit and partner schools and attend forums to ensure that the teaching and learning program is contemporary and that staff have the awareness understanding and skills necessary to successfully implement the program
- oversee the provision of information to parents about the academic program through parent workshops, information sessions and written material available in the College Newsletter, Xavier News or online
- assist the Director of Campus and the Campus Leadership team to review and manage the performance of staff and identify professional learning opportunities, including promoting discussion on staff performance and actively encourage lesson observation and feedback
- assist the Head of Middle Years with planning, budgeting and the dissemination of information about the teaching and learning activities of the campus
- assist the Head of Middle Years and Head of Operations with the induction of new staff, including the orientation program and First Year teacher probation in accordance with requirements of VIT
- undertake professional learning and further education relevant to the position
- adhere to OH&S policies and procedures of the College
- maintain membership of appropriate professional associations
- undertake analysis of student data to identify student learning needs (strengths and weaknesses) and provide feedback to staff to improve and manage teaching and learning programs

- in conjunction with the Year Coordinators and Head of Middle Years, monitor the academic progress of every student in Middle Years
- encourage classroom teachers to develop trans-disciplinary skills in learning activities
- work closely with the Heads of Learning Areas (HoLAs) and attend departmental meetings, when necessary
- assist the Head of Middle Years and the Year Coordinators with the determination of Year Level prizes and awards
- assist with the proof reading of final semester reports
- oversee the administration of national assessment programs in conjunction with the Head of Middle Years
- assist students with subject changes, where appropriate, after close consultation with parents, Learning Enhancement, Year Coordinators and classroom teachers
- chair the Academic Leadership team

Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Jesuit Identity

As a delegated leader, the Head of Middle Years Learning will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the Head of Middle Years Learning will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Campus so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

Our Student Life

As a delegated leader, the Head of Middle Years Learning will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective

- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

Our Xavier Family

As a delegated leader, the Head of Middle Years Learning will:

- be responsive to parent needs through the evaluation of their views and the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- assist the Director of Campus (Burke Hall) in offering effective planning and communication of significant College events and activities relevant to the Burke Hall (Junior) campus.

Our Professional Expertise

As a delegated leader, the Head of Middle Years Learning will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there is effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the Head of Middle Years Learning will:

- effectively liaise with the Director of Campus (Burke Hall) and other colleagues to oversee the construction and implementation of College activities and events in Burke Hall (Junior) campus in order to maintain and lead an excellent standard of delivery
- ensure the appropriate College strategic planning and evaluation of events and systems in the Burke Hall (Junior) campus
- ensure that events and activities undertaken by students and staff in the Burke Hall (Junior) campus are conducted with an understanding of excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the Head of Middle Years Learning will:

- consider and promote valuable learning and operational linkages across national and international domains
- effectively support the Head of Expeditions and other staff charged with engaging in national and international domains, with particular attention to process, operations, risk and documentation
- engage with Jesuit education networks including “Educate Magis”.

Our Xavier Leadership Traits

As a significant leader of the College, the Head of Middle Years Learning should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve

- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Knowledge of and skill in understanding the critical requirements in learning and teaching relevant to middle years learners and teachers
- Demonstrated positive approach to change and to strategic planning and implementation, especially in curriculum and academic matters

- An understanding and valuing of the important connections from the Early Years and up to the Senior Years in establishing the frameworks and programs for Middle Years learning
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner

Compliance Requirements

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management
- Accreditation to Teach in a Catholic School is desirable

Other Duties

The nature of the position is such that the Head of Middle Years Learning will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Middle Years Learning may also be asked to undertake other leadership responsibilities as directed by the Principal.

Terms and Conditions

Reporting Line:	Director of Campus (Burke Hall) All staff are responsible to the Principal and Rector
Tenure:	2021-2023
Review:	Yearly professional growth objectives and review
Location:	Burke Hall (Junior) Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.