



## POSITION DESCRIPTION

<b>Title</b>	<b>Director of Learning &amp; Growth</b>
<b>Department</b>	College Executive and Consult
<b>Reporting</b>	College Principal
<b>Location</b>	Burke Hall (Junior) and Senior Campus, Kew

**Our Intent** Xavier College aspires 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 Director of Learning & Growth is an Executive leadership position at the College and will make a significant contribution to an aspirational, rigorous and progressive culture of educational and operational excellence.

Specifically, this senior leader is responsible for the vision, alignment and performance of the academic and learning agencies of the College. The role leads the performance and academic direction and outcomes of students and the capacity of teachers. It is instrumental in the cultivation of deep and rigorous culture of learning and growth across the College.

The Director of Learning & Growth works collaboratively with fellow members of the College Executive, especially the Directors of the Junior and Senior Schools, and their direct learning leader reports, such as the Heads of Learning (P-6 and 7-8) and by extension, the Heads of Learning Areas.

The role is responsible for the strategic direction of teaching and learning across the College, with specific responsibility for the alignment of programs, the use of data to generate perspective and insight and the drive for a culture of continuous improvement, depth, reflective and collegial practice, and excellence.

The Director of Learning & Growth must model these aims and responsibilities so as to lead by example and to be in a position to coach and direct all educators at Xavier. It requires awareness and insight into exceptional learning systems and cultures and the ability to drive educator skill and performance in their teaching and learning endeavours. It requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with staff, students and parents is essential.

The Director of Learning & Growth will work constructively to ensure a positive and professional culture is maintained across the College. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards and outcomes in educational and operational excellence and is attentive to all matters of child safety.

**Core Duties  
and  
Responsibilities**

The Director of Learning & Growth will:

- Work ably with all members of the College Executive under the direction of the Principal
- Be timely, logical and effective in the execution and delivery of projects;
- Communicate respectfully and effectively with all staff and stakeholders in undertaking tasks
- Develop highly effective project plans that are clearly communicated and available to the Executive team to provide effective insight on project scope, implementation and delivery, utilising appropriate technology applications as optimal
- Understand Executive and stakeholder needs and achieve effective outcomes, reporting and directions for all parties as appropriate
- Provide strategic advice to the Principal and Executive Team on emerging issues, risks, innovation and other growth potentials, so as to ensure high-quality implementation and project effectiveness
- Maintain high-quality metrics to inform all stakeholders of project delivery according to key objectives and timelines
- Conduct regular team meetings to discuss projects, provide updates and drive delivery and performance
- Work effectively with all senior leaders across the College to promote a collaborative, aligned and harmonious understanding and delivery of projects
- Understand key risks and mitigate and inform as appropriate
- Effectively solve problems
- Ensure risk, financial and operational aspects of project delivery and implementation are well managed, including mitigation planning
- Ensure that documentation is maintained to a very high standard, especially with regard to policy application and project reports
- Assist in school compliance with legal and regulatory requirements of the various governmental agencies
- Work with individual departments and the Finance team to review budgets, determine timelines, and identify resources needed
- Assist in the review and development of staff, with a sense of their performance and engagement capacity
- Drive efficiency and effectiveness in College operations and project implementation, with a view to continuous process improvement
- Assist with the cultivation of a growth mindset, respectful relationships and a culture of continuous improvement.

## Reporting

### Team Membership:

- College Executive and Consult
- Learning & Growth Consult (Chair) and Teams
- Senior Campus Academic Team

### Primary Report:

- College Principal

### Direct Reports:

- Head of Curriculum & Assessment (Y9-12)
- Head of Diverse Learning
- Head of Learning Resources
- Data & Insights Officer

## Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Commitment and experience in leading and developing faith and spirituality in the context of a Catholic school
- Exceptional knowledge, experience and skill in curriculum practice and teaching and learning pedagogies
- Demonstrable vision and capacity for the development, implementation and evolution of school academic programs
- Excellent understanding of data and information systems as part of a performance-oriented, growth community
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Excellent organisational, administrative and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- 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 staff, students 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
- Ability to develop, cultivate and maintain professional relationships with a wide variety of stakeholders across the school community and beyond

## Compliance Requirements

- 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)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management
- Victorian Institute of Teaching (VIT) as appropriate

## Other Duties

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

## Terms and Conditions

**Reporting Line:** The College Executive Team through the Principal.

**Tenure:** Contract – by negotiation

**Review:** Yearly professional growth objectives and review

**Location:** Senior and Junior Campuses, Kew

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

### 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 Director of Learning & Growth 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 Director of Learning & Growth 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 Executive Team (and other leaders and staff as appropriate) 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 teaching and learning development, especially as it pertains to effective school practices and requirements.

#### Our Student Life

As a delegated leader, the Director of Learning & Growth 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 Director of Learning & Growth will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communication 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
- embrace the wide variety of human and other resources available so as to maximise stakeholder engagement and collaboration

### **Our Professional Expertise**

As a delegated leader, the Director of Learning & Growth 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 are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

### **Our Operational Excellence**

As a delegated leader, the Director of Learning & Growth will:

- be an effective and visionary steward of College resources
- contribute to ensuring the appropriate strategic planning for and evaluation of events, resources and systems across the College
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

### **Our Global Engagement**

As a delegated leader, the Director of Learning & Growth will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.

## **Our Xavier Leadership Traits**

As a senior leader of the College, the Director of Learning & Growth 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.