



POSITION DESCRIPTION

Title	Head of Learning (Prep-Year 6)
Department	Junior School Learning Team
Reporting	Director of Learning & Growth
Location	Burke Hall (Junior) 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 Head of Learning (Prep-Year 6) 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 and under the guidance and leadership of the Director of Learning & Growth, as well as the Director of Burke Hall. They will be an effective collaborator with fellow members of the Burke Hall Consult.

Specifically, this senior leader is responsible for the alignment and performance of the academic and learning agencies of the College in the Junior School (Prep to Year 6). The role leads the performance, academic direction and outcomes of students and the capacity of teachers in these years. It is instrumental in the cultivation of a deep and rigorous culture of learning and growth across the College and is an active contributor to the vision and strategic direction of learning and teaching across the College and in the junior years.

The role of Head of Learning (Prep-Year 6) requires a deep and effective understanding of the academic needs of Prep-Year 6 learners and the appropriate teaching methodology and systems that are critical for supporting the most optimal outcomes. A knowledge and understanding of the Primary Years Programme (PYP) of the International Baccalaureate is valuable as this is the current curriculum framework for Prep to Year 4. A broad understanding of curriculum frameworks and learning pedagogies is desired, especially as the College seeks to review and determine its best curriculum framework with our shift in school structures. The ability to author and direct learning frameworks and lead staff in effective implementation and educator growth is essential. Knowledge of Ignatian perspectives in education is also highly beneficial.

In this way, quality in personal engagement and the formation of positive relationships with staff, students and parents is required. The Head of Learning (Prep-Year 6) must model these aims and responsibilities so as to lead by example and to be in a position to coach and direct all educators across the Junior School. 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. The Head requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation.

The Head of Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) will:

- Assist the Director of Learning & Growth 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 collaboration with the Director of Learning & Growth, oversee all aspects of the learning programs to ensure that the programs complement one another and the Units of Inquiry from Prep to Year 6
- Oversee the PYP Exhibition program
- Lead staff in the knowledge, understanding and delivery of the IB / PYP
- Be an active member and attend PYP Victorian Network meetings
- Lead and deliver learning workshops, induction processes and professional learning as and where appropriate
- Ensure that all requirements and procedures set by the IBO concerning the program are adhered to, in collaboration with the Director of Learning & Growth
- Assist the Director of Learning & Growth and the Director of Burke Hall with student wellbeing matters
- Demonstrate leadership and skill in the identification and support of students with diverse learning needs
- Effectively assist and support the Diverse Learning Team in the delivery of high-quality learning support for all students as and where appropriate
- In conjunction with the Head of Diverse Learning, mentor and guide teachers to ensure a differentiated curriculum for all students and provide support and expert advice to all teacher teams
- In consultation with the Heads of Early Years and Middle Years, the Head of Learning (Years 7-8), the Heads of Learning Areas (HoLAs) and Head of Diverse Learning, 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-Technologies to ensure staff are highly proficient and skilled in the use of learning technologies
- 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 Director of Learning & Growth, the Head of Operations and Heads of Learning Area (HoLAs)
- 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
- 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 Level Coordinators and Director of Learning & Growth, monitor the academic progress of every student in Prep to Year 6
- Encourage classroom teachers to develop trans-disciplinary skills in learning activities
- 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
- Assist the Director of Learning & Growth with planning, budgeting and the dissemination of information about the teaching and learning activities of the campus
- 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
- Work closely with the Heads of Learning Areas (HoLAs) and attend departmental meetings, when necessary
- Assist the Director of Learning & Growth and the Year Level Coordinators with the determination of prizes and awards as and where relevant
- Assist with the proof reading of final semester reports
- Oversee and publish the assessment schedule for platforms such as Fountas and Pinnell, Allwell, PAT testing and Essential Assessment
- Oversee the administration of national assessment programs (NAPLAN) in conjunction with the Director of Learning & Growth
- Co-chair the Junior School Learning Team

Reporting

Team Membership:

- Learning & Growth Consult
- Junior School (Burke Hall) Learning & Growth Leadership Team
- Junior School (Burke Hall) Academic Team
- Insights & Research Team

Primary Reports:

- Director of Learning & Growth
- Director of Burke Hall

Direct Reports:

- Heads of Learning Areas
- Year Level Coordinators

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
- Relevant qualifications and experience in IB / PYP
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional knowledge and skill in learning pedagogies and curriculum practice and delivery
- Exceptional understanding of information systems as part of a performance-oriented, growth community
- 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

- Victorian Institute of Teaching (VIT)
- 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

Other Duties

The nature of the position is such that the Head of Learning (Prep-Year 6) will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Learning (Prep-Year 6) may also be asked to undertake other leadership responsibilities as directed by the Principal.

Terms and Conditions

Reporting Line:	Director of Learning & Growth Director of Burke Hall
Tenure:	4 years (renewable through merit process)
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 Head of Learning (Prep-Year 6) 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 Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) 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 Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) 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 Head of Learning (Prep-Year 6) 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.