



AVE MARIA COLLEGE
She Who Belongs. She Who Thrives.

Positions of Leadership

Position Description Booklet

(2023 – 2025)

Introduction

“For leadership there is only one road: Service. There is no other way..... Leadership must enter into service, but with a personal love for the people.”

Pope Francis, Address, 12th May 2014

Leadership at Ave Maria College is Christ centred and grounded in the Gospels and our Franciscan Tradition. We believe that by recognising the dignity of each person and creating the conditions that foster a strong sense of belonging and inclusion, staff and students can actively engage as a community of learners so that each person grows. It is through a Franciscan education that is personal, communal, transformative, engages the heart, develops servant leaders (Matt 20: 25-28) and pursues wisdom that we believe this can be achieved.

Ave Maria College is inspired by Helene de Chappotin's, foundress of the Franciscan Missionaries Mary, vision for education. Helene de Chappotin challenges the leaders of this College to be contemporary educators and leaders who aspire toward educational excellence. Leadership at Ave Maria College will always be guided by our faith, a deep relationship with God and our commitment towards lifelong learning and service so that we can enable learning for all to achieve the fullness of life.

In 2020 the College developed the AMC Charter for Education. The charter consists of Franciscan beliefs, learner attributes and wellbeing skills, bound by a learning environment which interconnects each element and where there are opportunities for each student to belong, engage and thrive. Our aim is to be guided by the charism, principles and frameworks that underpin the Charter to ensure that the spiritual, academic, pastoral and co-curricular programs offered at the College reflect these. In doing so all members of our community can build their knowledge, develop their skills, and apply this to the world we live in.

As stewards of this College, our leaders have an important responsibility to lead the implementation of the AMC Charter for Education and to foster a culture of professional learning and growth, where expertise is developed and shared, creating the best conditions for all staff and students to flourish and thrive. Leaders at Ave Maria College have the capacity to articulate the College vision for the future, inspiring others to follow, while recognising that leadership is both complex and dynamic.

Leaders at Ave Maria College will through the enactment of their leadership:

- Be committed to their own personal, spiritual and professional growth.
- Enable and engage in the formation of self and others.
- Embrace and enable a diverse and inclusive community.
- Strive towards improvement, innovation and change.
- Enable the growth and progress of our students.
- Be a steward of the College, facilitating responsible and sustainable resourcing.

May we continue to strive for truth through love.

Yours faithfully,



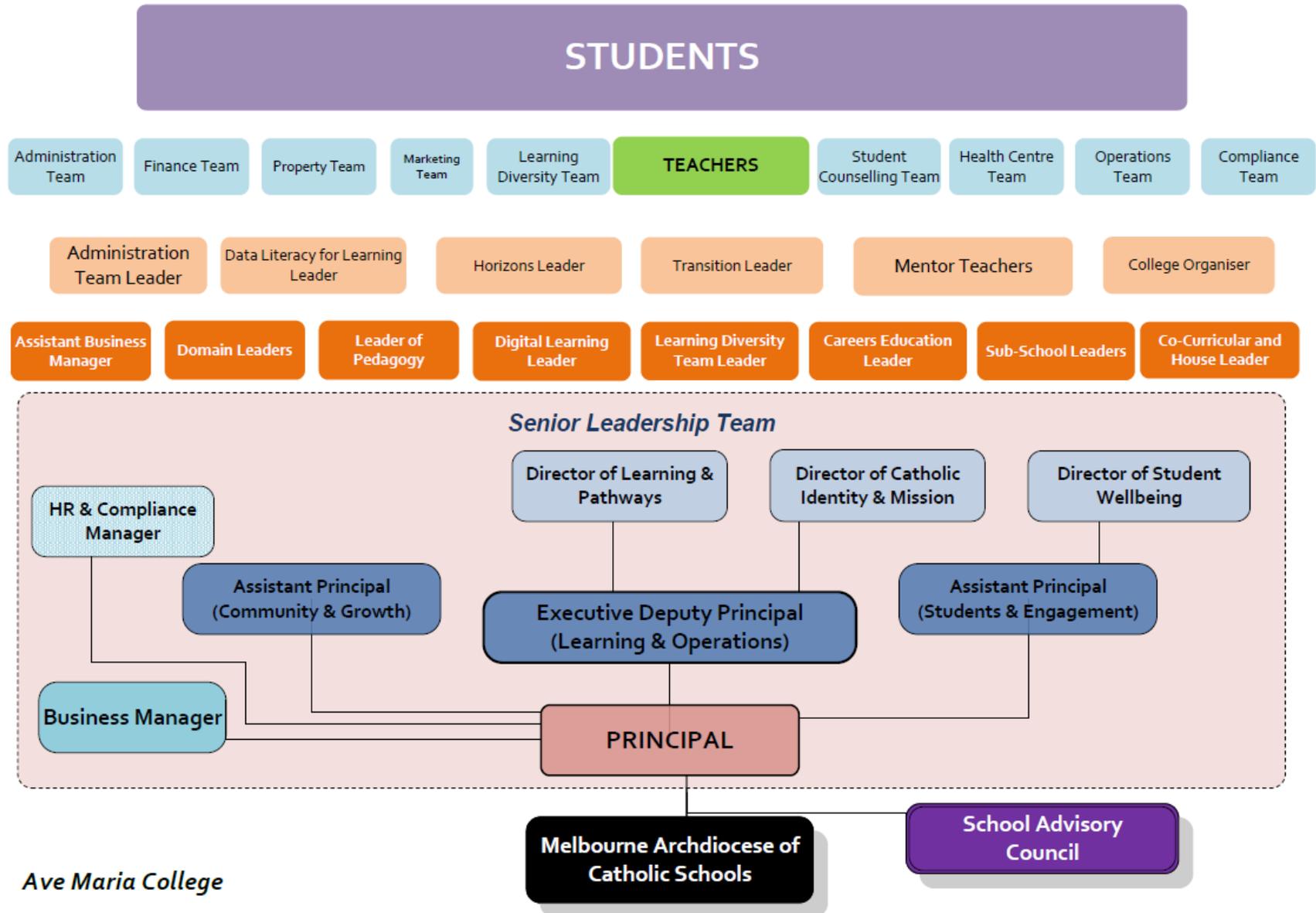
Tanya Hutton

Principal

Positions of Leadership List

Positions of Leadership	Time Allowance	No. of Positions	Total No. of Periods	Tenure
POL 4 - Director - Catholic Identity and Mission	20.5	1	20.5	2023 - 2025
POL 4 - Director - Learning and Pathways	20.5	1	20.5	2022 - 2024
POL 4 - Director - Student Wellbeing	20.5	1	20.5	2023 - 2025
POL 3 - Leader of Pedagogy	8	1	8	2023 - 2025
POL 3 - Digital Learning Leader	8	1	8	2022 - 2024
POL 3 - Co-curricular and House Leader	8	1	8	2022 - 2024
POL 3 - Learning Diversity Team Leader	8	1	8	2022 - 2024
POL 3 - Careers Education Leader	8	1	8	2023 - 2024
POL 3 - Domain Leader: Religious Education	8	1	8	2022 - 2024
POL 3 - Domain Leader: English	8	1	8	2022 - 2024
POL 3 - Domain Leader: Mathematics	8	1	8	2022 - 2024
POL 3 - Domain Leader: Science	8	1	8	2022 - 2024
POL 3 - Domain Leader: Health and PE	8	1	8	2022 - 2024
POL 3 - Domain Leader: Humanities	8	1	8	2022 - 2024
POL 3 - Domain Leader: Languages	8	1	8	2022 - 2024
POL 3 - Domain Leader: Visual Arts (including Textiles)	8	1	8	2022 - 2024
POL 3 - Sub-School Leader	7	6	42	2022 - 2024
POL 2 - Domain Leader: STEM and Enterprise Skills	5	1	5	2022 - 2024
POL 2 - Domain Leader: Technology (Digital and Food)	5	1	5	2022 - 2024
POL 2 - Domain Leader: Performing Arts	5	1	5	2022 - 2024
POL 2 - Horizons Leader	5	1	5	2022 - 2024
POL 2 - Data Literacy for Learning Leader	5	1	5	2022 - 2024
POL 2 - Transition Leader	5	1	5	2022 - 2024

Organisational Chart



Director of Catholic Identity and Mission

Classification:	POL 4
Time Allowance:	20.5 x 64 minute periods per cycle
Monetary Allowance:	As per VCEMA 2018
Tenure:	3 years (2023 – 2025)
Appraisal:	A performance appraisal will be conducted mid-way through the tenure period.

Primary Purpose of the Position

The Director of Catholic Identity and Mission is inspired by a contemporary vision for Catholic Education that is based on the Gospels, student centred, inclusive and holistic. The Director is responsible for ensuring that this vision, the Franciscan Charism and the legacy of our patrons are nourished within the College to give them a living expression within our community. A key aspect of this position is to plan for and develop programs that provide opportunities for spiritual experiences and expression of faith as an integral part of College life and the Religious Education curriculum.

Leadership at Ave Maria College

Leadership at Ave Maria College is Christ centred and grounded in the Gospels and our Franciscan Tradition. We believe that by recognising the dignity of each person and creating the conditions that foster a strong sense of belonging and inclusion, staff and students can actively engage as a community of learners so that each person grows. It is through a Franciscan education that is personal, communal, transformative, engages the heart, develops servant leaders (Matt 20: 25-28) and pursues wisdom that we believe this can be achieved.

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Child Safety

Ave Maria College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Key Responsibilities

Member of the Senior Leadership Team (SLT)
<ul style="list-style-type: none">• Be committed to the Catholic mission and vision of the College, along with our Franciscan heritage and charism, with an ability to articulate, promote, model and celebrate these.• Lead the College in the provision of an exemplary learning environment where students are known, nurtured, engaged and extended in their learning.• To model a leadership style in a manner that reflects and supports the College vision for leadership as outlined in 'Leadership at Ave Maria College'.• To work in consultation and collaboration with members of SLT to plan for and implement the College Annual Action Plan.• Lead and initiate whole school improvement in consultation and collaboration with the Principal and SLT.• Foster and maintain effective and productive relationships with stakeholders, including facilitating professional dialogue and being an active presence within the College – students, staff and parents.• Be cognisant of current and emerging educational trends related to learning and wellbeing, by keeping abreast of reading material and educational research relevant to a girl's education setting.• To link and form partnerships with organisations and consultants who can assist with the planning and implementation of College priorities.• To represent the College at external forums and network meetings.• To participate in professional learning activities and conferences relevant to the leadership position, including collaborative planning time (CPTs) and professional learning teams (PLTs) held at the College.• To provide loyalty and support to the Principal and SLT.• Support the Principal, Executive Deputy Principal (Learning and Operations) and Human Resources and Compliance Manager in the support and appointment of staff.• To deputise for the Deputy Principal and Assistant Principal's as required.
Catholic Identity and Faith Formation
<ul style="list-style-type: none">• To support the development of an authentic Catholic school identity throughout the College.• To build upon the profile of the College patrons within the College to ensure that there is a living presence within the community.• Develop and implement a whole school faith formation program – staff and students.• Plan for, lead and implement in consultation with the sub-school leader's student retreats and reflection days.• Plan for, lead and implement in consultation with the Principal and Executive Deputy Principal (Learning and Operations) College immersion programs (local and overseas), including opportunities to work with indigenous communities.• Plan for and implement in consultation with the Principal and Executive Deputy Principal (Learning and Operations) staff faith formation days.• Integrate the language and values of our Catholic faith and Franciscan charism into student wellbeing practices and policies to ensure a common language across the College.• Assist the Assistant Principal (Community and Growth) in planning the Ave Day program and College patron celebrations.
College Liturgical Life
<ul style="list-style-type: none">• Work with the support of the College Chaplains to coordinate the liturgical life of the College.• Lead and oversee prayer opportunities for both staff and students,• Lead and oversee the planning for all College Masses and liturgical celebrations ensuring that they pay respect to our Franciscan heritage and the indigenous community.• Establish, implement and lead a student ministry program within the curriculum to facilitate student lead liturgies.• Provide student-led ministry opportunities in the prayer and liturgical life of the College.• Establish, implement and lead a Friends Igniting Reconciliation through Education (FIRE) Carrier program through the Franciscan Leaders Team.• Assist the Director of Learning and Pathways and the Director of Student Wellbeing in the preparation of prayer services for significant school and community gatherings.• Further support staff prayer life through compilation of staff-led prayers made available on Ave Learning.
Religious Education Provision
<ul style="list-style-type: none">• In collaboration with the Religious Education Domain Leader, lead the implementation of the religious education program to ensure that it is engaging and complies with the MACS RE Framework and VCE.• Ensure the Religious Education Curriculum embeds the Educational Charter (ACE), Catholic Social Teaching and a Pedagogy of Encounter.

- In collaboration with the Religious Education Domain Leader, lead the development of relevant and rigorous assessment in the Religious Education Domain to ensure that:
 - Curriculum, course and unit plans address all the assessment requirements of the MACS RE Framework and VCE.
 - Assessment is grounded in authentic learning and that reporting complies with VCAA requirements for the MACS RE Framework and VCE.
 - Assessment is differentiated and that assessment *as, for* and *of* learning is addressed
- Ensure staff have opportunities to develop a contemporary understanding of the learning and wellbeing needs of students.
- Develop networks within and across sectors, collect resources: identify, implement and evaluate action research projects to enhance learning, teaching and ministry in Religious Education.
- Work with and support the Domain Leader of Religious Education to build their capacity to lead the domain area to effectively analyse and evaluate data to ensure an evidence-based approach to identifying the specific learning needs of students, effectiveness of programs and identifying areas for future growth.
- Attend team meetings within the domain area.

Student Leadership

- Develop the Franciscan Leaders to be true faith and social justice leaders.
- Meet once per cycle with the Franciscan Leaders.
- Provide authentic opportunity for the Franciscan Leaders to enact their leadership in a holistic manner.
- Assist the Assistant Principal (Students and Engagement) in training and developing the College Student Leaders.

Social Justice and Awareness

- Raise social justice awareness within the College.
- Lead and coordinate the College Social Justice Program.
- Develop and implement the Faith in Action Today (FIAT) program.
- Coordinate social justice activities and education for both students and staff.
- Through the Ministry Team and the Franciscan Leaders, build on social justice opportunities that are linked to our Catholic faith.
- Lead and coordinate fundraising opportunities within the College to ensure they align with the College vision and mission and have a link to our College patrons.
- Regularly review fundraising opportunities and charities.

Staffing and Resources

- Coordinate, in consultation with the Principal and Executive Deputy Principal (Learning and Operations), both internal and external 'Accreditation to Teach in a Catholic School' program.
- Actively promote amongst staff opportunities for staff to gain Accreditation to Teach in a Catholic School and Accreditation to Teach Religious Education in a Catholic School.
- Coordinate links with Franciscan Schools Australia, Catholic Aboriginal Ministry Victoria, Catholic Schools Youth Ministry.
- Be responsible for preparing, attaining and distributing resources for this leadership area, in accordance with the overall budget and financial processes of the College.

Other Duties

- Support the Executive Deputy Principal (Learning and Operations) to lead the ESCI survey process.
- Provide recommendations to the Principal regarding the emerging trends from the ESCI data.
- Promote the Catholic Identity of the College throughout the community with displays of student work, activities and presentations, including:
 - Leading Catholic Education week at the College.
 - Working with the Domain Leaders of Religious Education and Humanities in the promotion of National Reconciliation Week.
 - Leading NAIDOC week activities.
- Submit articles for College Newsletter, Ave Belong, social media posts and an annual report for the Vidian.
- Assist with enrolment interviews for incoming Year 7 students.
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.
- Other duties as required by and negotiated with the Principal.

Reporting Relationships

Position Reports to:	Principal through Executive Deputy Principal (Learning and Operations)
Direct Reports:	Religious Education Domain Leader College Chaplains
Committees:	Senior Leadership Team (SLT) Ministry Team (MT) as chair Religious Education Domain
Other Key Contacts:	Senior Leadership Team members Religious Education Domain Melbourne Archdiocese Catholic Schools (MACS) networks

Selection Criteria

1. A commitment to the Catholic mission and vision of the College, and an ability to articulate, promote and model this as a faith leader to the Ave Maria College Community.
2. Post graduate tertiary qualifications and commitment to ongoing professional learning in Religious Education and Catholic Identity.
3. A proven capacity to provide outstanding leadership that is characterized by a commitment to agile and strategic thinking structures; draws on leading research, theory and practice; and builds on existing knowledge, skills and expertise.
4. A demonstrated knowledge and understanding of contemporary pedagogical practice, including a Pedagogy of Encounter, as they relate to student learning and programs offered in a girls' educational environment.
5. An ability to monitor and assess data at the individual, cohort and whole school level.
6. A proven ability to build productive working relationships with colleagues with a view to implementing sustainable positive change.
7. Has outstanding communication, interpersonal skills, including a demonstrated commitment to nurturing effective and productive relationships and partnerships amongst students, staff, families and the broader community.
8. A strong commitment to the professional growth of self and others.
9. A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
10. Demonstrated effective and efficient time management, technology skills, organisation and strategic planning skills, including addressing issues of concern..

Director of Student Wellbeing

Classification:	POL 4
Time Allowance:	20.5 x 64 minute periods per cycle
Monetary Allowance:	As per VCEMA 2018
Tenure:	3 years (2023 - 2025)
Appraisal:	A performance appraisal will be conducted mid-way through the tenure period.

Primary Purpose of the Position

The Director of Student Wellbeing works collaboratively to ensure the provision of pastoral care and wellbeing services and programs for all students. The role will ensure that the educational aims of the College in wellbeing and the growth of each young person are achieved. The Director of Student Wellbeing works with Sub-School Leaders, the Assistant Principal (Students and Engagement) and the Student Counselling Team to ensure consistent review, innovation, implementation, and continuous improvement in the development of wellbeing programs and services. All development and delivery of wellbeing services will be underpinned by the Franciscan values of care, compassion and human dignity and will promote the development of the whole person.

Leadership at Ave Maria College

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Key Responsibilities

Member of the Senior Leadership Team (SLT)
<ul style="list-style-type: none">• Be committed to the Catholic mission and vision of the College, along with our Franciscan heritage and charism, with an ability to articulate, promote, model and celebrate these.• Lead the College in the provision of an exemplary learning environment where students are known, nurtured, engaged and extended in their learning.• To model a leadership style in a manner that reflects and supports the College vision for leadership as outlined in 'Leadership at Ave Maria College'.• To work in consultation and collaboration with members of SLT to plan for and implement the College Annual Action Plan.• Lead and initiate whole school improvement in consultation and collaboration with the Principal and SLT.• Foster and maintain effective and productive relationships with stakeholders, including facilitating professional dialogue and being an active presence within the College – students, staff and parents.• Be cognisant of current and emerging educational trends related to learning and wellbeing, by keeping abreast of reading material and educational research relevant to a girl's education setting.• To link and form partnerships with organisations and consultants who can assist with the planning and implementation of College priorities.• To represent the College at external forums and network meetings.• To participate in professional learning activities and conferences relevant to the leadership position, including collaborative planning time (CPT's) and professional learning teams (PLTs) held at the College.• To provide loyalty and support to the Principal and SLT.• Support the Principal, Executive Deputy Principal (Learning and Operations) and Human Resources and Compliance Manager in the support and appointment of staff.• To deputise for the Deputy Principal and Assistant Principal's as required.
Pastoral Care
<ul style="list-style-type: none">• Oversee the provision of pastoral care for students at the College.• Plan for, review and lead the implementation of the College Mentor Program.• Focus on the implementation of skills, attributes and principles from the AMC Charter for Education within the Mentor Program and in the classroom.• Ensure that the Mentor Program is enhanced in response to MACISS and Pulse surveys and incorporates the SEARCH framework.• Lead the development of a comprehensive scope and sequence of the College Mentor Program.• Work in consultation and collaboration with Executive Deputy Principal (Learning and Operations) in the development of pastoral care reports for students.• Work with the Year 7 Sub-School Leader to support the Transition Leader to deliver the Year 7 Transition Program.• Work with the Transition Leader to support pastoral and wellbeing needs of new students to the College.• Work with the Director of Learning and Pathways to support the Transition Leader to implement the Year 8 to 10 transition program at the end of each academic school year.
Wellbeing Practices and Programs
<ul style="list-style-type: none">• Lead the provision of a school wide approach to student wellbeing, including the Visible Wellbeing Framework.• Plan for, lead and implement in consultation with the sub-school leader's student wellbeing days and events.• Integrate the language and values of our Catholic faith and Franciscan charism into student wellbeing practices and policies to ensure a common language across the College.• Attend and be a presence at student assemblies.• In collaboration with the Student Wellbeing Team develop and implement innovative and engaging wellbeing programs that promote belonging, connectedness, positive self-esteem, confidence, resilience and align with the AMC Charter for Education.• Facilitate and review the Respectful Relationships Program with regard to current and emerging issues to ensure an agile response as needed.• Lead the Student Wellbeing Team in the review, implementation and evaluation of all wellbeing programs to ensure that they continue to meet their intended objectives and the ongoing wellbeing needs of students.• Work in consultation and collaboration with the Assistant Principal (Community and Growth), Digital Learning Leader and Data Literacy for Learning Leader to ensure that all wellbeing programs embed the use of data to inform practice, including the strategies used by the Student Wellbeing Team to collect and analyse data.

- Ensure staff have opportunities to develop a contemporary understanding of the learning and wellbeing needs of students.
- Work in consultation and collaboration with the Assistant Principal (Students and Engagement) in the provision of relevant updates to wellbeing initiatives, program delivery and developments regarding best practice.
- Develop networks within and across sectors, collect resources: identify, implement and evaluate action research projects to enhance wellbeing practices within the College.
- Lead the implementation of Pulse.
- Build the capacity of the Student Wellbeing Team to effectively analyse and evaluate data to ensure an evidence-based approach to identifying the specific wellbeing needs of students, effectiveness of programs and identifying areas for future growth.

Student Engagement and Safety

- Is one of two registered child safety officers.
- Work with Assistant Principal (Students and Engagement) to lead child safe practices within the College in the areas of:
 - Chairing the Child Safety Reference Group.
 - Completing the child safety audit.
 - Child Safe Policies.
 - Student Code of Conduct.
 - Processes for responding to and reporting suspected child abuse.
 - Strategies for identifying and reducing/removing the risks of child abuse.
 - Strategies to promote the participation and empowerment of children.
- All students have access to positive wellbeing strategies throughout their learning.
- Coordinate and liaise with external medical and mental health providers to support the wellbeing of students.
- Communicate with parents regarding student wellbeing matters in a timely and professional manner ensuring an evidence-based approach.
- Working in consultation with the Assistant Principal (Students and Engagement), Director of Learning and Pathways, Domain Leaders, Sub-School Leaders and the Learning Diversity Team Leader to identify students at risk.
- Lead the case management of students at wellbeing risk.

Administration

- Maintain accurate and up-to-date student wellbeing notes.
- Support all stakeholders to ensure that all student wellbeing matters are recorded on Ave Learning.
- Support the development and implementation of wellbeing related co-curricular activities.

Staffing and Resources

- Provide leadership and support to Sub-School Leaders in their role as pastoral leaders within the College.
- Lead the work of the Student Counselling Team.
- Work with teachers to provide ongoing wellbeing support to students.
- To support the Assistant Principal (Students and Engagement) in leading the College approach to Restorative Practices.
- Be responsible for preparing, attaining and distributing resources for this leadership area, in accordance with the overall budget and financial processes of the College.

Other Duties

- Promote student wellbeing at the College with displays of student work, activities and presentations, including:
 - International Day of Friendship
 - World Kindness Day
 - National Day of Action against Bullying
 - R U OK Day
- Submit articles for College Newsletter, Ave Belong, social media posts and an annual report for the Vidian.
- Assist with enrolment interviews for incoming Year 7 students.
- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.
- Other duties as required by and negotiated with the Principal.

Reporting Relationships

Position Reports to:	Principal through Assistant Principal (Students and Engagement)
Direct Reports:	Student Counselling Team
Committees:	Senior Leadership Team (SLT) Student Wellbeing Team (SWT) as chair Child Safety Reference Group (CSRG) as chair Student Management Team (SMT) as required
Other Key Contacts:	Senior Leadership Team members Student Management (SMT) and Wellbeing (SWT) Team members Melbourne Archdiocese Catholic Schools (MACS) networks Health Care Professionals

Selection Criteria

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2. A proven capacity to provide outstanding leadership that is characterized by a commitment to agile and strategic thinking structures; draws on leading research, theory and practice; and builds on existing knowledge, skills and expertise.
3. A proven ability to model teaching excellence.
4. A demonstrated knowledge and understanding of contemporary approaches to pastoral care and wellbeing programs in a girls' educational environment.
5. An ability to monitor and assess data at the individual, cohort and whole school level.
6. A proven ability to build productive working relationships with colleagues, students and parents with a view to implementing sustainable positive change.
7. Has outstanding communication, interpersonal skills, including a demonstrated commitment to nurturing effective and productive relationships and partnerships amongst students, staff, families and the broader community.
8. A strong commitment to the professional growth of self and others.
9. A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
10. Demonstrated effective and efficient time management, technology skills, organisation and strategic planning skills, including addressing issues of concern.

Leader of Pedagogy

Classification:	POL 3
Time Allowance:	8 x 64 minute periods per cycle
Monetary Allowance:	As per the VCMEA 2018.
Tenure:	3 years (2022 – 2024)
Appraisal:	A performance appraisal will be conducted mid-way through the tenure period.

Primary Purpose of the Position

The Leader of Pedagogy fosters a sense of collaboration, development and growth related to pedagogical practice within and across teaching teams, aligned with the principles of the AMC Charter for Education. Working closely with subject teachers, learning programs are implemented and enhanced based on classroom observations, feedback from key stakeholders and data. Working to ensure excellence in teaching practice, the Leader of Pedagogy will be committed to the implementation of best teaching practice, leading staff in developing contemporary pedagogies and supporting teachers to examine and review their pedagogy.

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Key Responsibilities

Instructional Practice
<ul style="list-style-type: none">• Work collaboratively with the Assistant Principal (Community and Growth) to promote and embed the AMC Charter for Education to drive continuous improvement in learning and teaching across the College.• Work collaboratively with Assistant Principal (Community and Growth) and the Executive Deputy Principal (Learning and Operations) to develop and implement a consistent instructional and pedagogical approach model at the College.• In collaboration with the Data Literacy for Learning Leader, to work with subject teams and individual teachers to effectively use data to track the impact of teaching practice to identify specific growth areas related to improving instructional and pedagogical practice.• Lead and support subject teams and teachers to identify, develop and implement the use of a broad range of evidence based high impact teaching strategies in their everyday practice with the intent to improve classroom practice and learning outcomes for students.• Keep abreast of current educational research and work collaboratively with the Learning and Curriculum Team (LCT) regarding emerging pedagogies and high impact instruction.• Develop networks within and across sectors, to collect resources: identify, implement and evaluate action research projects to enhance instructional and pedagogical practices within the College.
Differentiated Learning
<ul style="list-style-type: none">• Work with Domain Leaders, the Learning Diversity Team Leader and the Horizons Leader to promote student engagement in learning through scaffolding differentiation strategies.• Lead and develop a culture of professional dialogue and collaboration with subject teachers regarding differentiation.• Lead and support subject teams and teachers in the design and implementation of units of work that are 'viable and guaranteed', and differentiated to improve student achievement.• Support staff in developing an adjusted curriculum and assessment tasks appropriate to individual students' learning requirements as appropriate.
Classroom Observation Program
<ul style="list-style-type: none">• Develop, implement and lead the College classroom observation program.• Participate in the classroom observation program.• In collaboration with the Assistant Principal (Community and Growth), review and make evidence-based recommendations to enhance and improve the classroom observation program.
Administration
<ul style="list-style-type: none">• Ensure that there are documented programs for the following:<ul style="list-style-type: none">◦ Instructional and Pedagogical Approach Model◦ Classroom Observation Program.• Work with the Assistant Principal (Community and Growth) and the Data Literacy for Learning Leader to effectively analyse and evaluate school data to ensure an evidence-based approach to identifying areas of growth related to the impact of teaching at an individual teacher, subject, domain and year level.
Staffing and Resourcing
<ul style="list-style-type: none">• Work with and support teaching staff to enable growth in the delivery of programs and improved instructional practice.• Participate in the staff selection process.• Be responsible for attaining and distributing resources for the domain area, in accordance with the overall curriculum budget and financial processes of the College.
Other Duties
<ul style="list-style-type: none">• Promote approaches to instructional and pedagogical practice, differentiation and the classroom observation on staff notice boards and in presentations.• Submit articles for College Newsletter, Ave Belong, social media posts and an annual report for the Vidian.• Assist with enrolment interviews for incoming Year 7 students.• The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.• The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.• Other duties as required by and negotiated with the Principal.

Reporting Relationships

Position Reports to:	Assistant Principal (Community and Growth)
Direct Reports:	Nil
Committees:	Innovation and Growth Team (IGT) Learning and Curriculum Team (LCT) as required
Other Key Contacts:	Executive Deputy Principal (Learning and Operations) Domain Leaders Digital Literacy for Learning Leader Teaching Staff

Selection Criteria

1. A commitment to the Catholic mission and vision of the College, and an ability to articulate, promote and model this as a faith leader to the Ave Maria College Community.
2. A proven capacity to provide outstanding leadership that is characterized by a commitment to agile and strategic thinking structures; draws on leading research, theory and practice; and builds on existing knowledge, skills and expertise.
3. A proven ability to model teaching excellence.
4. A demonstrated knowledge and understanding of contemporary pedagogical practice related to student learning and programs in a girls' educational environment.
5. An ability to monitor and assess data at the individual, cohort and whole school level.
6. A proven ability to build productive working relationships with colleagues with a view to implementing sustainable positive change.
7. Has outstanding communication, interpersonal skills, including a demonstrated commitment to nurturing effective and productive relationships and partnerships amongst students, staff, families and the broader community.
8. A strong commitment to the professional growth of self and others.
9. A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
10. Demonstrated effective and efficient time management, technology skills, organisation and strategic planning skills, including addressing issues of concern..



AVE MARIA COLLEGE
She Who Belongs. She Who Thrives.



Striving for Truth
through Love.

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