

## 7.0 Duty Statement

### Dean of Senior Studies and E-Learning (Tier 4)

The Dean of Senior Studies and E-Learning has responsibility for the:

- The operational leadership of curriculum development, implementation and evaluation in the Senior school of all teaching, learning and curriculum.
- The application of contemporary teaching and learning research and data analysis to classroom practice through conscious informing of whole school professional development
- Providing professional development and monitoring improvement of teachers' professional practice and induction and mentoring of beginning teachers
- The creation, implementation, monitoring and evaluation of a College digital pedagogy/E-Learning strategy that supports the College and Diocesan strategic plan
- Promoting E-Learning and Digital Pedagogy in a way that supports student achievement, enhanced inclusion and positive wellbeing
- Supporting Executive Leadership team and other middle leaders in promoting an inclusive and welcoming culture based upon the College Pastoral Plan
- Pastoral care of staff engaged within designated areas of responsibility
- Supporting a College-wide explicit improvement agenda, focussing on outstanding pedagogy in all lessons
- Promoting a positive and inclusive College Culture via meaningful and engaging teaching and learning and the delivery of the College Pastoral Support Plan
- Academic leadership of subject areas as directed by the Principal

In the performance of this role, the Dean of Studies and E-Learning will seek guidance from the Executive Leadership Team and operate within the framework set by the current Strategic Plan for the College. This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams. The support provided by the role holder will be guided by:

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- The distinct charism of St Mary of the Cross MacKillop with an intentional focus upon the maintenance of dignity of all students and an aspiration towards transformational, academic excellence.
- Relevant legislation, government requirements and best practice
- Diocesan Strategic Plan, mission, vision, policies, frameworks, procedures and guidelines
- The College Strategic Plan, policies and procedures

#### RELIGIOUS LEADERSHIP

At all levels, Catholic education seeks to enable the full dignity of the person via a search for excellence. This is achieved by adhering to five regulative principles:

- Preferential option for the poor and weak
- Academic Knowledge for service
- Education for the Common Good

- Formation in solidarity and community
- Education informed by Faith

All leaders at Mary MacKillop Catholic College are expected to model servant leadership. In St Mark's Gospel, Jesus highlights the importance of servant leadership; 'for the Son of Man himself came not to be served but to serve'. (Mark 10:45). All leaders are expected to actualise these principles and manifest servant leadership via the fulfillment of the Statement of Responsibilities (7.2)

## 7.1 SCOPE OF THE ROLE

- 1.1 Be a faith role model; assist in College liturgy and prayer life
- 1.2 Facilitate and promote College community service and social justice programs
- 1.3 Support and promote the ideals of Catholic education, the charism of St Mary of the Cross MacKillop, the Catholic church and the College's vision, mission and values
- 1.4 Model best practice in planning, teaching, assessment and reporting
- 1.5 Lead, facilitate and manage the planning and implementation of a seamless curriculum for Years 7 – 12 within that aligns to the College curriculum plan and meets all Diocesan, state and national accountability requirements
- 1.6 Manage the delegation of tasks amongst staff in their area and liaise with the Deputy Principal with reference to staffing and timetable requirements
- 1.7 Lead, coordinate and support staff in the active implementation of pedagogical practices that are appropriate to their subject area within the context of Mary MacKillop Catholic College.
- 1.8 Manage the performance of teaching staff through ongoing professional discourse, facilitation of reflective teacher practice and support of formal and informal goal setting and appraisal.
- 1.9 Liaise with other curriculum leaders to ensure consistency of approach in the development of cross curricular skills
- 1.10 Monitor standards in their subject area and lead and facilitate practices which ensure consistency of assessment practices and teacher judgements
- 1.11 Lead, develop and implement data driven strategies to monitor trends in student performance in collaboration with other Leaders and assist staff to implement appropriate interventions to redress identified problems

## 7.2 STATEMENT OF RESPONSIBILITIES

- 2.1 Lead and mentor the promotion of the College's Values and Expectations.
- 2.2 Engage students, staff, and community in helping to shape, and come to 'own', the mission and the principles of the Mary MacKillop Catholic College Teaching and Learning processes
- 2.3 Work alongside the Director of Formation and College Culture to identify opportunities for the mission of St Mary of the Cross MacKillop to be embedded within the curriculum.
- 2.4 Work with the Assistant Principal – Teaching and Learning and subject leaders to identify observable indicators in teaching and learning and evaluate the success of different pedagogical approaches.
- 2.5 Identify and implement evidence-based, authentic, pedagogy across all subject areas.  
Ensure that the strategic intent of the teaching and learning agenda is communicated and shared across the whole school community through regular communication with staff, parents and students through the newsletter, subject information evenings and academic counselling/career services.
- 2.5 Manage the requirements of the National Curriculum to assist subject leaders in discerning the delivery at classroom level
- 2.6 Ensure all teachers scrutinise the desired outcomes of the National Curriculum as a basis for identifying the most effective learning strategies needed to provide evidence of students' understanding and their ability to apply the learning identified by the National Curriculum. Assist subject leads in identifying cornerstone learning tasks and to select and develop relevant rubrics.
- 2.7 Ensure the School is consistently compliant with all external agents from a statutory perspective
- 2.8 Provide operational support to the Assistant Principal – Teaching and Learning to manage the Year 7 to Year 12 Assessment Program through the development and maintenance of all record keeping, monitoring of staff and timetabling.

- 2.9 Liaise with Dean of Studies – Junior School to ensure that year 6 students are fully aware and prepared for the academic requirements re transfer and transition
- 2.10 Quality assure and model best work re assessments
- 2.11 Manage all student academic application process for extensions, illness
- 2.12 Manage the "critical friend" peer reviews of curriculum units, course maps, teacher-developed lessons, cornerstone assessments, and companion rubrics.
- 2.13 Liaise with relevant colleagues and external stakeholders to ensure that curriculum units of work are designed from the start to cater for the diverse needs of learners, and that any modifications are recorded accurately
- 2.14 Support the Assistant Principal – Teaching and Learning in managing all academic aspects of the school student reporting process and develop a continued improvement plan.
- 2.15 Promote and model a culture of continued gap analysis and reflection, to ensure that data is used regularly to identify areas of concern in curriculum delivery
- 2.16 Support the Assistant Principal – Teaching and Learning in managing the regular review of results, followed by research, development, and planning for improvement.
- 2.17 Ensure that specific opportunities for high-quality E-Learning are present in all curriculum plans and all year levels.
- 2.18 Support the professional development of teachers in applying E-Learning strategies and monitor/evaluate the impact of this.
- 2.19 Actively seek and disseminate information in relation to E-Learning
- 2.20 Design and implement quality assurance processes to monitor and evaluate the impact of teaching and learning
- 2.21 Assist staff with activities and excursions linked with College teaching and learning
- 2.22 Plan, formulate and monitor budget in accordance with College guidelines
- 2.23 Provide structures for the management of student data, including mark books, folios and resources
- 2.24 Support regular staff meetings in accordance with the College meeting schedule and ensure minutes are available to all staff
- 2.25 Support and implement the technological vision for the College
- 2.26 Attend the regular meetings in accordance with the College meeting schedule
- 2.27 Develop and promote appropriate professional development opportunities for teaching and non-teaching staff
- 2.28 Support and mentor beginning staff in their area
- 2.29 Manage the development, maintenance, storage and use of resources
- 2.30 Arrange suitable activities/work for classes when absent teachers in their area have been unable to do so
- 2.31 Assist in the selection, induction and deployment of teaching and non-teaching staff, where appropriate
- 2.32 Investigate appropriate opportunities for students with special needs
- 2.33 Investigate appropriate opportunities for students who are gifted and talented
- 2.34 Be involved in the student 'change of subject' process as determined by College policy
- 2.35 Coordinate the selection of annual student prize winners for Presentation Night
- 2.36 Prepare material for College publications
- 2.37 Be actively involved in SET planning interviews as required
- 2.38 Comply with all OHS policy, safe work procedures, instructions and rules and promote a positive safety culture at the College.
- 2.39 Provide leadership of academic subjects not within the purview of Eng, Maths, Science, Tech, Religious Education
- 2.40 Work consistently alongside Assistant Principals and Deputy Principal to support the Pastoral development of all students in years 7-12, with a focus on the links between Formation, Curriculum, Service Learning, Wellbeing and Academic Excellence.

### 7.3 OTHER DUTIES

Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and /or industrial obligations.