



St Joseph's College, Toowoomba

Duty Statement - Program Leader

Position Title – Program Leader – Staff Development Leader (Tier 4)

Role Purpose – The Staff Development Leader has responsibility for the leadership and oversight of staff professional learning and growth and the processes and practices that facilitate the development of expert teachers and school officers.

This role will require collaboration with all other members of the College Leadership Team but in particular working closely with all staff and the Deputy Principal.

In the performance of this role, the Program Leader Staff Development will seek guidance from the Senior Leadership Team, actively support 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 Program Leader Staff Development is responsible for:

- Working collaboratively with the College Leadership Team and staff to develop a professional learning community that is focused on growing and maximizing the potential of staff in order to enhance both individual and group collective efficacy resulting in outstanding outcomes for the students of St Joseph's College.
- Leading staff in building meaningful relationships within which there are opportunities for personal growth for staff and students, based on encouragement, forgiveness and restorative justice.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Curriculum Leader will demonstrate the following:

- A clear vision of and support for the school's mission and its underlying values and ethos.
- Leadership capacity – a broad vision, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation, collaboration and collegiality.
- An appropriate level of professional qualification together with relevant experience and demonstrated expertise as a classroom teacher modelling best practice in planning, teaching, assessment and reporting.
- Professional activity through membership of professional associations and on-going professional development including participation in the St Joseph's College Professional Growth Plan process.

Typical Duties include the following:

- Lead and monitor staff engagement in the professional learning and growth procedure.
- Assist in leading staff in the development of their professional learning plans through ongoing professional discourse and facilitation of reflective teacher practice.
- Induction of new staff including the allocation of appropriately trained subject specific mentors.
- Actively seek and disseminate information in relation to professional development opportunities that align with professional growth plans.
- Arrange and coordinate professional learning community processes and procedures including but not limited to classroom walkthroughs, visits/observations/profiling.
- Actively monitor staff wellbeing and promote personal and professional behaviors that enable wellbeing.
- Leading staff in the development of their skills as mentors for peers.
- Undertake the role of a growth coach for the staff of St Joseph's College.
- Keeping abreast of developments within the area of responsibility through on-going professional reading, research and providing for the professional learning of staff in line with these developments.



- Contributing to the leadership of the school through active participation in College leadership meetings.
- Assist in the selection, induction and deployment of teaching and non-teaching staff, where appropriate.
- Prepare material for College publications.
- Comply with the College's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment. Adopt risk management strategies to minimise risk of injury to people and property in the workplace.

Authority Limits: Full authority is delegated from the Principal to the role holder to produce the desired outcomes within School and Catholic Education Office Senior Leader Role Description.

Reporting and Other Relationships: This position is directly answerable to the Deputy Principal with ultimate direction coming from the Principal of the College. The Middle Leader will meet with Deputy Principal once a term, to discuss/ demonstrate with the use of data the participation of staff in the professional growth plan program. Program Leaders are members of the College Leadership Team.

Conditions: Remuneration: Tier 4 (8 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.