



## RESPECT- ENCOURAGE-BELONG

### POSITION DESCRIPTION

<b>DATE:</b>	<b>January 2024</b>
<b>ROLE:</b>	<b>PDHPE KLA LEADER 2pt St Johns College Dubbo</b>
<b>RESPONSIBLE TO:</b>	<b>Principal, St Johns College, Dubbo</b>
<b>ACCOUNTABLE TO:</b>	<b>Senior Leadership Team, St Johns College, Dubbo</b>
<b>TEAM MEMBERSHIP:</b>	<b>Middle Leadership Team</b>
<b>TIME ALLOCATION:</b>	<b>0.2FTE</b>
<b>PAY ALLOCATION:</b>	<b>0.2FTE</b>

### PURPOSE OF THE ROLE

The KLA Leader is a Middle Leader of St Johns College Dubbo and is responsible to the Principal in fulfilling the core mission and shared vision of the College.

#### **The 2pt KLA Leader will:**

- Engage in a collaborative partnership with the Leadership Team to affect cultural change and a shared vision for school improvement.
- Share a close collaborative and collegial relationship with the Middle Leadership team at the College to ensure there is a strong and seamless connection between the focus on student academic care and student wellbeing.
- Engage with the Senior Leadership team to address the learning needs and ambitions of the College community
- Contribute to creating a positive, faith filled environment in the College where students can belong, learn, grow, achieve and staff can fulfil their responsibilities effectively and with confidence
- Model and lead the evidence-based delivery of pedagogical, curriculum and wellbeing school-based initiatives to enhance learning growth for all students
- Support and advance teaching and learning projects within the school community
- Lead data management processes to promote and support learning growth for students and staff

## KEY ACCOUNTABILITIES

### **Spiritual Leadership:**

- Be a passionate and visible religious leader committed to evangelising the mission of the Church across the student body and broader community.
- Actively contributes to a cohesive community for students, staff, parents and parish with strong links to the wider community.
- Foster positive staff, student and parent relationships that are based on Gospel values.
- Enable and support school promotional activities of the school for the parents and other groups within the school community.
- Promote a spirit of welcoming hospitality at St Johns College.
- Actively work to enable and empower positive and solutions focussed outcomes for teachers and learners.

### **Educational Leadership:**

- In collaboration with the School Leadership team, work to embed the vision for learning in the school.
- Lead the St Johns community to grow an environment of academic care to meet and maintain effective educational programs to support learning growth.
- Develop and support processes to support the collation, analysis and dissemination of data to monitor student progress and improve student learning outcomes
- Lead the development, maintenance and review of appropriate curriculum requirements and processes in areas such as programming, reporting and assessment in collaboration with the Leader of Curriculum to ensure compliance with NESAs, CEDB and school policies and expectations
- Support and lead the KLA team in ongoing appropriate reviews and monitoring of processes to support the academic care and wellbeing of students
- Contribute to student transitions processes from each learning stage
- Liaise with networks of experts to support the professional development of staff aimed to support learning growth for students
- Develop and establish regular and ongoing data reviews and implement strategic interventions to support student learning growth
- Positively collaborate with the Leader of Teaching and Learning to identify professional learning to support academic care and improve student learning growth within the team
- Support the Diverse Needs team in the implementation of differentiated and inclusive learning for all students

### **Operational Leadership:**

- Coordinate the staffing and resources of the department
- Support effective induction processes for new staff in the department
- Support the implementation and maintenance of CEDB, NESAs, ACARA and St Johns policies to ensure robust governance at the College
- Develop relevant ongoing reviews and monitoring of processes to support the academic care and wellbeing of all students, such as reporting, assessment and other diagnostic interventions.
- Encourage and support teachers to meet Religious Education accreditation requirements

- Contribute to the preparations for events, assemblies, award ceremonies and school celebrations where appropriate
- In collaboration with the Leadership team, hold teachers accountable for their duties and responsibilities.
- Respond to and determine appropriate supports for staff when dealing with Behaviour management concerns
- Contribute to the development of strategic planning for the College.

### **Community Leadership:**

- Engage in collaborative strategic planning with the School Leadership to embed agreed practices and wellbeing initiatives to support student learning.
- Work in partnership with other leaders to build collective staff capacity to improve student learning and wellbeing.
- Lead and nurture a positive, safe, stimulating and supportive educational environment for staff and students.
- Support positive resolution processes for grievances or conflicts.
- Foster positive interactions amongst the school, parish and wider community.
- Effectively and strategically communicate with all stakeholders in a timely, relevant and sensitive manner
- Develop and enhance the necessary relationships with the parish priest, parents, learning community, Catholic Education, Diocese of Bathurst and other partners contributing to the work of Catholic schooling
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### **Other:**

- Undertake travel as required including overnight stays
- Additional duties as asked by the Principal

## **LEADERSHIP ATTRIBUTES**

As a staff member at St Johns College, a 2pt KLA Leader is expected to demonstrate:

- A deep commitment to Catholic values, traditions and the goals of Catholic Education evidenced by interactions with others and modelling of Christian values.
- A passion for teaching and learning
- A leadership approach that is collaborative and supports continual improvement
- Advanced interpersonal skill including the ability to:
  - o communicate relevant and timely information in an appropriate manner
  - o employ effective negotiation and conflict resolution skills
  - o foster cultural change
  - o collaborate and promote positive relationships
- A high level of personal accountability, drive and strategic thinking in regards to all facets of the role.
- Decision-making that considers all relevant data, including student and staff wellbeing, stakeholder concerns, College goals and administrative practice.

## ESSENTIAL REQUIREMENTS

- Relevant Tertiary qualifications and registration. Post graduate qualifications will be highly regarded.
- Category C for To Work, Teach and Lead or a willingness to attain within five years of position.
- A current Working with Children Check Number (WWCC) is required as a pre-condition of employment.
- A current NSW Drivers Licence is desirable