

# Leader of Learning (schools)

## Role Description

### 1. Role Purpose

Leaders of Learning support and lead the educational direction of the School as a collegial group with the School Leadership Team. Leaders of Learning are expected to uphold the School's Learning vision and to oversee curriculum development and the quality of learning and teaching as a contemporary expression of educational practice.

### 2. Role Responsibility / Accountability

The Leader of Learning has delegated responsibility from the Principal for the leadership and development of the faculty vision and practice. This will be conducted in line with the School's vision, mission and core values as a Catholic school within the Diocese of Parramatta and through the implementation of annual strategic priorities. These practices include pedagogical development, curriculum compliance and administrative procedures, ensuring a strong commitment to academic excellence. The Leader of Learning reports to the Principal or Principal's delegate.

### 3. Key Qualities

Leaders of Learning are expected to:

- Support and implement the goals and values of Catholic education and the strategic priorities of the School.
- Demonstrate the highest levels of personal and professional integrity.
- Be committed, passionate and knowledgeable about teaching and learning of their subject area.
- Be involved in the selection and induction of new staff
- Drive the pedagogical vision of the School within the broader educational life of the School.
- Lead staff with vision, purpose and a strong commitment to excellence.
- Promote and understand the importance of assessment practice, data analysis and feedback to enhance learning.
- Prepare students for changing demands of a global community.
- Establish a positive relationship with students, their families and the broader community.

## 4. Key Accountabilities

Leader of Learning are expected to:

- **Promote and integrate Catholic culture** across the curriculum through personal witness and demonstration of pastoral care.
  
- **Lead Self and Others:**
  1. Establish a direction in line with mission and learning charter.
  2. Lead and direct the in a collaborative manner.
  3. Identify and provide ongoing professional learning of self and team.
  4. Develop and implement processes, which analyse student achievement and inform professional practices.
  5. Create a culture of goal setting and explicit feedback.
  6. Supervise and support staff.
  
- **Pedagogical Leadership**
  1. Deliver instructional programs through which students may excel.
  2. Ensure compliance with School, Diocesan and NESAs requirements.
  3. Promote contemporary learning pedagogies and quality teaching practice.
  4. Integrate ICT as a support for learning.
  5. Promote and develop high pedagogical knowledge and content knowledge.
  6. Design rich assessment tasks and oversee effective reporting practices.
  7. Facilitate personalised learning, directed feedback with attention to “student voice”.
  8. Nurture a creative and adaptive learning culture.
  9. Interrogate data to inform and sharpen practice.
  
- **Manage and Administer**
  1. Supervise beginning teachers and support the induction of new staff.
  2. Keep up to date with relevant teaching accreditation body standards.
  3. Manage and check the alignment of programming, scope and sequence, registration, assessment and reporting.
  4. Oversee teacher record keeping and reporting.
  5. Conduct effective meetings with agendas and minutes and action plans.
  6. Develop effective intra and inter school networks to enhance professional practice.
  7. Manage stewardship of budget and resources effectively and justly.
  8. Coordinate excursion with due diligence (WHS and risk assessment).
  
- **Review and Development – Annually**

Leaders of Learning will be required to reflect and evaluate their practice, set goals for future direction and seek professional learning for on-going growth.