



Role Description

Assistant Head of Joigny (Learning and Teaching) (POL 3)

Introduction:

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

At Sacré Cœur we aspire to the highest professional standards. This is reflected in the quality of the relationship between staff and students, the learning environment created, the concern for each individual and a hard-working conscientious approach to class preparation and correction.

Teachers are powerful role models and uniquely placed to influence young people, to encourage, affirm and inspire them to fulfill their potential. At Sacré Cœur teachers are expected to live the goals of Sacred Heart education. They must take a leadership role in building the community of the School, beginning with their own classrooms where the highest standards are expected of all and everyone is treated with respect and charity. Teachers are in a position of great trust and must keep faith with students, parents and colleagues by always following through, keeping our word and demonstrating integrity.

Environment, Key Relationships and Challenges:

Joigny is the Junior School of Sacré Cœur, with students from Prep to Year 6. The Assistant Head of Joigny is responsible to the Head of Joigny and the Director of Learning and Teaching.

Key Responsibilities:

- In conjunction with the Head of Joigny, the Assistant Head of Joigny will be responsible for the daily management of the Junior School
- Build a strong performance and development culture, influencing and empowering staff to embrace continuous improvement
- Promote professionalism and excellence in teaching practices, identifying specific areas for growth in teaching staff
- Promote and oversee a professional learning culture in Joigny
- Enter into the community life of the School with energy and enthusiasm
- Support and consult with the Head of Joigny and undertake responsibilities of Head of Joigny when required
- Operate as an active member of the Joigny Leadership Team and liaise closely with other members of this team to set goals, implement initiatives and evaluate program delivery and content

Specific Duties and Essential Functions:

Learning and Teaching

- Set annual curriculum goals in response to research and data to meet need and embrace contemporary learning practices in the Junior School
- Effect curriculum change, innovation and development in association with the Director of Learning and Teaching
- Liaise with teachers to ensure curriculum delivery and documentation from Preparatory to Year 6
- Work with the Director of Learning and Teaching and Learning Leaders as required to ensure seamlessness in development of learning and teaching practices in the transition years of primary to secondary school
- Co-ordinate the schedule of professional learning sessions at Joigny Staff Meetings and lead staff briefings in consultation with the Head of Joigny
- Co-ordinate parent forums and information evenings in relation to curriculum matters together with the Head of Joigny
- Provide information to teachers on appropriate professional learning activities to support curriculum priorities.
- Liaise with Numeracy and Literacy Leaders to analyse NAPLAN data
- Develop appropriate professional networks for the nature of the role eg by attending CEM Network Meetings etc
- Operate as an active member of the Learning and Teaching Committee
- Oversee and co-ordinate semester report templates together with the Curriculum Leader 7-12, Director of Learning and Teaching and the Head of Joigny
- Review Numeracy and Literacy initiatives together with the Joigny Numeracy Leader and Joigny Literacy Leader
- Oversee the development of the Wellness Program curriculum by liaising with the Student Wellbeing Leader P-6

- Review and develop curriculum publications and contribute to the fortnightly newsletter

Timetable and Daily Organisation

- Construct the timetable for the Junior School in consultation with the Director of School Operations and Head of Joigny
- Construct rosters for Yard duty and other duties as required
- Collect and maintain current timetables for each primary class and assistance program
- Undertake booking of Casual Relief Teachers and make arrangements for the replacement of teachers who are absent due to school events, professional learning, illness or other leave
- Inform Casual Relief Teachers of details of classes and duties for the day
- Manage unexpected staff absences for the day
- Ensure completion of formalities related to employment of Casual Relief Teachers in liaison with the Finance Department

Other

- Act as a member of the Semester Report proofreading team for Joigny

The duties outlined above may be subject to variation from time-to-time by the Principal.

Organisational Relationships:

Internal

- Principal
- Head of Joigny
- Student Wellbeing Leader P-6
- Learning Enhancement Leader P-6
- Joigny Numeracy Leader
- Joigny Literacy Leader
- Director of School Operations
- Curriculum Leader 7-12
- Director of Learning and Teaching
- Finance Department
- Secondary Learning Leaders
- Staff

External

- Board
- External networks

Child Safety:

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal

and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

Key Selection Criteria:

Applicants must be able to demonstrate:

Essential

- A commitment to the Catholic ethos.
- A commitment to Child Safety
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community
- Highly motivated with a high level of professional personal presentation
- A demonstrated agent of change
- Knowledge and understanding of curriculum guidelines and directives (national, Victorian, CEM Learning Centred Schools)
- A collaborative, professional, confidential and discretionary manner of operation
- Demonstrated ability to provide effective, collaborative, dynamic leadership in Learning and Teaching in Joigny
- An ability to grow professional capacity of others in the learning community
- The ability to lead Joigny staff to develop best practice for teaching
- The ability to work productively and collaboratively as part of the school’s leadership team to achieve shared goals.
- Demonstrates a willingness to support and promote Sacre Coeur values.
- Model excellence and innovation in organisation, management and administration.
- Capable of working effectively with others and managing workloads.
- Capacity to communicate effectively in writing and orally.
- Ability to perform all tasks with attention to detail
- Full Registration with the Victorian Institute of Teaching including a current National Criminal Record Check
- Relevant tertiary qualification

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office Professional and Adobe Suite,
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.