



## Role Description Literacy Leader (POL1)

Title	Literacy Leader - Joigny
Classification	POL1
Time Allowance	26 periods per cycle
Value range	Teacher Salary with POL level 1 plus 9.25% superannuation
Employment status	Fixed Term
Length of Appointment	3 years
Date reviewed	18/02/21

### Introduction:

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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:**

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Joigny is the Junior School of Sacré Cœur, with students from Prep to Year 6. The Literacy Leader will be responsible to the Principal through the Assistant Head of Joigny (Learning and Teaching). The role of the Literacy Leader is placed in the context of the School Improvement Plan, Victorian Curriculum and the Leadership in Catholic Schools Framework.

## **Key Responsibilities:**

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The Literacy Leader should:

- build sustainability
- share responsibility and ownership within a distributed leadership structure
- plan strategically for school improvement in literacy, being responsive and visionary in developing initiatives informed by data
- engage and support teachers in implementing literacy improvement strategies
- monitor and review the effect of literacy improvement initiatives
- work in collaboration with literacy teachers in developing, implementing, monitoring and evaluating the learning and teaching of literacy across P-6.
- maintain currency of a suitable literacy assessment schedule, P- 6, and co-ordinate its implementation and subsequent data collection procedures
- analyse, interpret and use formal and informal data (student, classroom and school/level) to track student progress and respond accordingly
- analyse and interpret NAPLAN data, communicating patterns, trends and implications for future programming to teachers
- take an active role in the process of identifying students with literacy concerns
- determine suitable programming to meet identified literacy learning needs
- lead the literacy support team and monitor literacy support programs and student progress
- collect, collate and submit required literacy data to relevant authorities (eg CEM)
- lead Professional Learning Teams, meeting cyclically with team members
- ensure appropriate resources are available for effective learning and teaching
- maintain a visible presence in classrooms through mentoring, modeling and coaching which will include teaching
- promote continuous teacher learning
- identify opportunities for teachers to engage in professional learning programs and observe best practice through inter-school and intra-school visits
- work in partnership with the school community
- together with Numeracy leader, initiate and conduct training of parent volunteers for classroom support

- contribute regularly to the Joigny Newsletter
- act as a proofreader for Joigny semester reports
- actively contribute to the Joigny Leadership Team

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

## Organisational Relationships:

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### *Internal*

- Principal
- Head of Joigny
- Assistant Head of Joigny (Learning and Teaching)
- Student Wellbeing Leader P-6
- Learning Enhancement Leader P-6
- Joigny Numeracy Leader
- Joigny Staff – class and literacy support support teachers

### *External*

- Board
- External networks

## Child Safety:

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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:

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### Essential

- A commitment to the Catholic ethos.
- A commitment to Child Safety
- Appropriate academic qualifications with a specific focus on early literacy development, suitable experience and a background relevant to the role
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community
- Experience in leading Action Research Teams and developing Personalised Learning Plans for students with particular learning needs Highly motivated with a high level of professional personal presentation
- A working knowledge of the CEM Intervention Framework would be an advantage. This position will include working with students from Prep to Year 6
- A demonstrated agent of change
- A collaborative, professional, confidential and discretionary manner of operation
- An ability to grow professional capacity of others in the learning community
- 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.
- Flexibility with an ability to work in different teams
- Experience working with primary students is essential
- 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

### 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.

POL appointments at Sacré Cœur are made for three years. A process of formative appraisal takes place in the second year of an appointment.

This role holds an allotment equivalent of 26 x 53 minutes of a face-to-face teaching load per 10 day cycle.

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.