



Assistant Principal Learning and Innovation

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge, and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, to ensure that the students can acquire the skills necessary for 21st century learning and to bring students to a knowledge and love of God.

Child Safety and Other Legal Responsibilities

Consistent with our mission as a Catholic school Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with child safety standards and child protection reporting guidelines.

All employees have a shared legal responsibility to provide a child safe environment and contribute to a safe working environment for staff in their area. Emmaus College is an equal opportunity employer.

This Duty Statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities may be requested by the Principal or the Executive Director Strategic Outcomes through consultation and mutual agreement.

Leadership Team

As a member of the Leadership Team, the Assistant Principal – Learning and Innovation is involved in whole school strategic planning and is expected to share in day-to-day school administration and decision making. In this regard/s/he:

- reflect and nurture the aims and philosophy of the school in the course of his/her work
 - provide strategic leadership and management in the performance of her/his duties
 - assists in the development of the school's strategic planning
 - identifies needs, initiates change and facilitates innovation in areas pertaining to learning and teaching and academic results
 - enthuses staff, students, and parents by fostering quality relationships and community development
 - uses consultative and collaborative approaches to provide opportunities for staff contribution to the growth of the school as a learning community
 - assists the Principal, as requested, in interviewing and appointing staff to both internal positions and those positions which are advertised externally
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- acts as the Principal's nominee in the Annual Review Meeting process, when requested
- provide effective role modelling to the staff using appropriate conflict resolution and negotiation skills
- promote and foster the effectiveness of the Leadership Team
- maintains confidentiality and support the Principal, and other members of the Leadership Team
- maintains professional competence and current knowledge in educational trends
- maintains a relationship centred approach to all aspects of their work
- attends Leadership Team meetings each week
- attends staff meetings
- attends significant functions on the calendar as directed by the Principal
- be available for overseas tours, camps, retreats, and holiday periods as required

Role Description

The Assistant Principal – Learning and Innovation is appointed by the school for a term of three years and is a member of the Emmaus College Leadership Team. The Assistant Principal Learning and Innovation reports to the Executive Director of Strategic Outcomes. The Assistant Principal – Learning and Innovation, together with the Executive Director Strategic Outcomes, and the Assistant Principal – Teaching and Operations, is a member of the Learning and Teaching Leadership Team (LTLT).

The Assistant Principal – Learning and Innovation is responsible for

- working with the LTLT, to oversee the academic culture of the school and the embedding of contemporary learning and teaching practices, from Years 7 to 12.
- providing leadership in curriculum development and encouraging an academic culture where students and teachers strive for personal excellence and where contemporary learning and teaching practices, are embedded.
- ensuring that Emmaus College provides pathways and educational opportunities for all students in its care.
- working closely with the Assistant Director Y9@E Program Development, the eLearning Co-ordinator, and the Teaching and Learning Team (TLT).
- ensuring that the curriculum offered by the College is designed to cater for the diverse needs, abilities, and aptitudes of its students. This includes the provision of alternative future pathways. **Emmaus College offers both the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL).**
- leading and managing the VCE, VCAL and VET Co-ordinators (Pathways program)
- working with the LTLT to ensure the delivery and implementation of a well-rounded curriculum, in line with Victorian Curriculum, VCE, VCAL and VET requirements.
- working with the LTLT, utilising current research and analysing available data, to respond to learning and teaching matters, with the goal of maximising the learning outcomes for every student enrolled at the College.
- Leading the Assessment and Discipline Committee

At all times, his/her aim is to motivate students and staff by promoting academic endeavour across the College community and in line with the policies and procedures of the College.

The Assistant Principal – Learning and Innovation will, as part of his/her role, have a teaching load.

The Assistant Principal – Learning and Innovation will contribute to school improvement by

- seeking meaningful and relevant engagement of all students, families, and staff in their faith journey
- working with the LTLT, to facilitate the continuing development of a culture of learning that supports the realisation of the learning potential of students and staff alike
- fostering a safe, supportive, and stimulating learning environment characterised by realistic, and achievable expectations
- increasing the professional capabilities of all leaders
- working proactively to facilitate the achievement of Learning and Teaching Goals as outlined in the School Improvement Framework

Curriculum Development

The Assistant Principal – Learning and Innovation has joint responsibility for overseeing curriculum development at Emmaus College and is expected to:

- chair appropriate curriculum consultation groups as determined by the needs of the school at a given time
- maintain the relevance and appropriateness of assessment and reporting procedures in the school, including the use of continuous electronic reporting to parents

Curriculum Documentation

The Assistant Principal – Learning and Innovation has responsibility for ensuring comprehensive curriculum documentation by

- overseeing and monitoring the use of Rubicon Atlas as the primary source of curriculum documentation at Emmaus
- promoting accountability of staff in delivering the curriculum as agreed
- advising parents of developments in curriculum and assessment
- regularly reviewing College curriculum to ensure its relevance and cohesion
- working with the LTLT implementing changes to learning and teaching practices when a specific need has been identified

Data Analysis including:

- working with the Data Projects Manager to determine areas of focus, with the continual aim of improving learning and teaching outcomes
- Working with staff to ensure that they can collect, assess and utilise data extracted from data solutions (such as EmmTrack and EmmAdjust) in their teaching practice
- identifying students at risk academically, or who are underperforming
- identifying students who would benefit from extension
- working with staff, to ensure they can collect, access and utilise data in their teaching practice

Individualised Programs including:

- attending Program Support Group (PSG) meetings when requested
- consulting with the Education Support Co-ordinator to ensure the optimal provision of additional services for students with learning difficulties
- working with the Careers Counsellors, Pathways Co-ordinators, and the Education Support Team to ensure that counselling and other special assistance is available for students identified as at risk academically or who are underperforming
- approving special exam provisions and other changes to programs

Assessment and Reporting including:

- overseeing the timing and organisation of all assessment tasks (including SACs) to ensure students workloads are manageable
- maintaining and publishing a SAC calendar
- publishing a style guide for comments in continuous reporting
- managing continuous reporting using Emmlink (SchoolBox)
- preparing and publishing a reporting timeline for each semester
- supporting teaching staff in the continuous reporting process
- overseeing and maintaining high reporting standards with respect to content and tone
- promoting amongst staff a variety of means for providing effective feedback
- in conjunction with the Organisation team, planning for testing programs conducted by/for external agencies such as NAPLAN and Academic Assessment Services

Subject Selection including:

- editing and co-ordinating online year level course guides
- working with the Organisation Team, to ensure that all necessary subject selection data is available for the purposes of determining teaching loads and the construction of the timetable
- authorising any student subject changes during the year and liaising with the Timetabler and Database Administrator, to ensure that these changes are recorded
- overseeing student applications for VCAL and VET programs and determining suitability for these programs
- ensuring parents feel welcomed and have their needs and concerns attended to within 24 hours, either directly or by referral to another appropriate member of staff

School Administration and Management including:

- assisting, supporting, and advising staff, including the eLearning Co-ordinator, VET and VCAL Co-ordinators, and Careers Counsellors.
- working with the Organisation Team to determine class sizes, teaching loads and the viability of individual subjects
- meeting regularly with the Executive Director Strategic Outcomes to discuss the needs of the students and staff, including any problems which are evident, and forthcoming events
- addressing concerns regarding quality teaching, in consultation with the TLTL and relevant Learning Area Leader

- liaising with the Executive Director Strategic Outcomes on significant staff matters as required
- modelling and implementing effective conflict management strategies
- as a member of the LTLT, attending regular, formal meetings with the Learning and Teaching Team, contributing to the agenda, and arranging for Minutes to be taken and distributed to each member of the team and the Principal
- bringing relevant items, as discussed at Leadership, Learning and Teaching, or Organisation meetings, to the attention of staff
- participating in CEM projects which aim to enhance curriculum development and student learning
- in conjunction with the eLearning Co-ordinator, promoting the implementation of ICT to enhance learning and teaching
- ensuring that technology initiatives are incorporated into the school's curriculum documentation and assessment procedures
- in conjunction with the eLearning Co-ordinator, advising the Leadership Team on the provision of technological resources to support the school's curriculum goals
- determining best practice in differentiating the curriculum for students requiring additional assistance or extension

Professional Learning including:

- ensuring familiarity with current research, and best practice, in the areas of learning and teaching, curriculum development and Information and Communication Technologies (ICT)
- developing and monitoring individual staff Professional Learning Programs (linked to ARMs), in consultation with the Executive Director Strategic Outcomes and/or Learning Area Leaders (LALs) where a need is identified.
- monitoring and supporting individual staff in the performance of their learning and teaching duties and acting as a mentor for their ongoing career development
- advising specific staff of professional learning activities relevant to their position
- approving professional learning applications for staff in conjunction with the Organisation Team
- overseeing the Professional Learning budget
- liaising with the Teacher Mentor selecting appropriate supervisors/mentors for pre-service teachers on placement at Emmaus College

Communication including:

- establishing and maintaining effective communication with all members of the school and wider community
- contributing to a spirit of welcome and hospitality in the school

Academic Awards including:

- overseeing the awarding of Academic prizes for academic achievement and endeavour
- preparing/formatting certificates for approval by the Leadership Team
- arranging for approved certificates to be printed

Community Engagement including:

- collaborating with the Principal to ensure communication procedures are effective, inclusive and encourage the participation of the wider Emmaus community"
- promoting learning and teaching initiatives through the College Newsletter and other forums

Committees, Teams and Additional Meetings

The Assistant Principal – Learning and Teaching is a member of the following committees and/or teams and as such is required to attend any associated meetings and action the Minutes accordingly:

- Leadership Team
- Education Committee of the College Board
- ICT Committee
- Learning and Teaching Team
- Organisation Team (co-chair)
- Assessment and Disciplinary Committee (chair) when required

Essential Qualifications

- Full Registration with the [Victorian Institute of Teaching](#) including a current National Criminal Record Check
- Relevant tertiary qualifications
- [Accreditation to Teach Religious Education in a Catholic School](#) and/or
- [Accreditation to teach in a Catholic School](#)

Additional Qualifications, Accreditations and Memberships

In addition to his/her teaching qualification, it is desirable for the Assistant Principal – Learning and Innovation to hold, or to be working towards:

- a post-graduate qualification in the field of Curriculum Development, Educational Leadership and/or in his/her subject area(s)
- membership of professional associations such as the Australian College of Educators or Australian Council for Educational Leaders

Emmaus College provides the Assistant Principal – Learning and Innovation with membership of the Victorian Catholic Secondary Schools Deputy Principal Association.

The Assistant Principal – Learning and Innovation should be an active member of her/his Parish.

Please note that in accordance with Ministerial Order No. 870 both VIT Registration and relevant tertiary qualifications must be sighted by the school.

Conditions of Employment

This role is classified as a Deputy Principal Category B role. The appointee is appointed for a three-year period. The incumbent may be required to work after and before school hours to cater for student learning needs. The successful applicant will be required to teach 0.2 FTE.

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Record Checks and Working with Children Checks.

Professional Review

This Position Description is intended as a framework for review.
