



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Learning Leader

Title	Learning Leader
Classification	POL 3
Time Allowance	12 x 60 minutes periods per 10 day cycle
Appointment duration	3 years, inclusive of an appraisal during the tenure
Date Reviewed	February 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Learning Leader at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. They exercise a professional relationship of support and loyalty to the leadership of the College, which shapes and implements the College's Strategic Directions.

Under the leadership of the Deputy Principal – Learning and Teaching, the Learning Leader is a collaborative and an active member of the Learning Team, ensuring the development and implementation of contemporary curriculum, pedagogy, assessment and reporting across all year levels. They support teaching staff to optimise academic achievement and engagement in learning, promoting a culture of excellence and high expectations.

Learning Leaders are appointed to each of the following Learning Area teams:

- Religious Education
- English & Languages
- Mathematics
- Science & Technologies
- Commerce & Humanities
- The Arts
- Health & Physical Education

Further post graduate qualifications will be advantageous in performing the duties of this role.

Attributes and Competencies

The Learning Leader is expected to exhibit the following:

- Loyalty to and public support for the Leadership of the College.
- A lively and practical support of the Catholic identity of the College.
- An understanding of research informed curriculum design, pedagogy and assessment, including the Victorian Curriculum (F-10), MACS Religious Education Framework and Victorian Certificate of Education (VCE) study designs.
- Exemplary teaching skills that address the needs of learners of all abilities.
- Accomplished and respected educational leadership and management of staff.
- A commitment to ongoing professional growth for the benefit of the College community.
- Positive working relationships that promote excellence in teaching, learning and wellbeing.

Duties

Faith Leadership

The Learning Leader is expected to:

- Actively demonstrate respect towards Catholic teachings.
- Be an active faith leader in the College by demonstrating involvement in College liturgies, prayer services, faith experiences and service learning.
- Lead curriculum design in the context of the Catholic faith and Carmelite tradition.
- Possess or be working towards Accreditation to Teach/Lead in a Catholic School.

Learning Leadership

The Learning Leader is expected to:

- Strategically lead the Learning Area's learning and teaching program and ensure that curriculum, pedagogy and assessment practices are consistent, appropriate to the needs of students, and effectively documented.
- Lead staff to assess and report on student learning and achievement.
- Use data to identify whole school, cohort or Learning Area trends and identify consistent strategies to improve learning outcomes.
- Track student performance and when required, initiate appropriate adjustments in course content and/or assessment.
- Build staff capacity regarding effective pedagogical practices, including through classroom visits and learning walks.
- Lead Learning Area meetings and foster a spirit of collaboration within the Learning Area.
- Guide convenors in facilitating planning meetings with year level teams.
- Facilitate staff reviews and professional learning opportunities that build the capacity of staff, in pursuit of the College's strategic directions.
- Ensure effective communication with Learning Area staff by disseminating curriculum materials, including VCAA communication, and keeping staff up to date with contemporary and evidence-based curriculum developments.
- Support the appointment of teaching staff by serving on interview panels.
- Make recommendations to the Deputy Principal – Learning and Teaching and Deputy Principal - Staff in preparing teaching allocations.
- Be responsible for information regarding subject selection and pathways; including the preparation of Curriculum Handbooks.
- Oversee the ethical use of College resources, the preparation of an annual budget, and the requisitioning of goods and services.
- Assist in the preparation of booklists.

Community Engagement

The Learning Leader is expected to:

- Promote the College by participating in College events including Open Day, Experience Whitefriars Day, Student Parent Teacher Conferences, and Subject Selection activities.
- Promote the activities of the Learning Area in communications such as the College newsletter, website or on social media.
- Maintain proactive and timely correspondence with students, staff, parents, other schools and outside agencies as required.

Child Safety and Risk Management

The Learning Leader is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect the Learning Area.
- Ensure that members of the Learning Area are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices.
- Submit excursion/incursion/trips applications via Operoo.

The Learning Leader is expected to undertake other relevant duties as directed by the Deputy Principals or Principal and a formal appraisal will be held during the tenure.



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

CONFIDENTIAL
POSITIONS OF LEADERSHIP 2025 – 2027 APPLICATION FORM

FULL NAME:	
POL APPLYING FOR:	

ACADEMIC AND PROFESSIONAL QUALIFICATIONS:		
QUALIFICATIONS	INSTITUTION	YEAR COMPLETED

RELEVANT EXPERIENCE IN POSITIONS OF LEADERSHIP			
FROM	TO	SCHOOL	POSITION HELD

REFEREE No 1	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

REFEREE No 2	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

SELECTION CRITERIA

For inclusion with your application, please attach a brief statement:

- addressing your concept of leadership, including goals you would set for the position;
- a description of how these concepts align with the College's Vision and Mission;
- your response to the following selection criteria:

1. FAITH LEADERSHIP

- Commitment to the values and ethos of Catholic education, in the Carmelite context
- Steps towards attaining Accreditation (where applicable)

2. EDUCATIONAL LEADERSHIP

- Successful teaching experience
- Demonstrated capacity to initiate improvement in teaching, learning and classroom practice
- Details of recent professional learning, research, post graduate study and/or immediate intentions for future study

3. RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community
- Demonstrated ability to work collaboratively and cohesively with teams within the school

4. ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the educative programs of the school

-
- In responding to the above, applicants can reference their experience and/or feedback received through
 - The College appraisal process
 - Annual Staff Reviews or other programs.
 - **If applying for more than one position**, only a single application is required, inclusive of an indication of which positions are being applied for.
 - Please limit your written response to no more than two pages where possible.
-

Please return this completed Application Form with your brief statement addressed to the Principal via email to: principal@whitefriars.vic.edu.au

Applications close at 4.00pm Friday 16 August 2024

All applications will be acknowledged by email and interviews will be scheduled from this closing date