

Position: Learning Associate (POL2)

POSITION:	Learning Associate (Learning Area Leader)
POL:	Level 2
REPORTS TO:	Director of Learning & innovation and Assistant Principal – Learning & Teaching
ROLE TENURE:	Ongoing
FTE:	1.00
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

A Learning Associate leads curriculum design and implementation in alignment with College and requirements, fostering high-quality teaching practices, and using data to monitor and improve student learning outcomes. The role includes mentoring and supporting Learning Area staff, coordinating course development and ensuring consistency in assessment and reporting. As a member of the College's leadership structure, the Learning Associate also builds a culture of collaboration and innovation within the department, and works to inspire a love learning in students, equipping them with the skills and confidence needed for their futures.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

CURRICULUM PROGRAMS

- ensure that course documentation is prepared according to College expectations and meets Government requirements.
- support Learning Teams and teachers in the implementation of College policies and procedures
- support Learning Teams and teachers in the use of the Learning Management System to develop, document and deliver learning programs
- work with Learning Teams to access and use available data to support improvement in the quality of learning and teaching programs, to build a culture of evidence-based practice

LEARNING AREA ASSESSMENT & REPORTING REQUIREMENTS

- support teachers to produce examinations and assessment tasks that meet College expectations
- monitor the implementation and adherence to all College, CECV, and VCAA assessment and reporting policies and guidelines
- support Community Leaders and teachers with the implementation of Marian College academic and integrity procedures
- work with Learning Teams and teachers to ensure that reporting timelines are adhered to

EFFECTIVE & EFFICIENT OPERATIONS OF THE LEARNING AREA

- support the selection of resources and development of student resource lists
- evaluate and select resources, with the Instructional Leaders, to be used within Learning Areas
- oversee the ordering of selected resources with the Resource Centre
- monitor safe learning area environments ensuring that practices are consistent with College policies
- in collaboration with the APLT and the Business Manager participate in the allocation of an area budget and monitor spending in that area
- work with Education Support Officers in the Learning Areas
- coordinate the production of course materials for subject selection publications

GENERAL

- Work collaboratively in Learning Teams to develop an engaging and challenging curriculum with clear learning outcomes, provision for differentiated learning, shared curriculum documentation and consistent assessment strategies.
- Adapt learning programs according to the Personalised Learning Plans (PLPs), prepared through the Learning Diversity Team.
- organise and work with Learning Teams to plan special events to highlight, extend and celebrate the learning within their learning areas
- Ensure that learning and teaching programs and practices reflect System, Kildare Education Ministries and Marian College Policies and Processes and that these are communicated to staff
- Contribute to the development, implementation and evaluation of the Annual Action Plan
- Prepare and submit budget and grant applications as appropriate
- Contribute to staff workshops and presentations supporting the delivery of a high-quality learning and teaching program
- Contribute to relevant College Community Evenings and Events, as required



OTHER

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest to directions guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrate a dedicated adherence to the Catholic and Kildare Ministries principles, actively engaging in the spiritual life of the College community.
2. Possess knowledge and comprehension of contemporary pedagogies pertinent to educating girls.
3. Utilise effective classroom management skills promoting positive education and a conducive learning environment promoting the wellbeing of all students.
4. Utilise innovative teaching methodologies to engage students and enhance student outcomes.
5. Demonstrate a passion for fostering intellectual curiosity and critical thinking among students.
6. Collaborate with colleagues to create interdisciplinary learning opportunities.
7. Incorporate technology effectively to support learning and teaching objectives.
8. Provide constructive feedback and supports students' academic and personal growth.
9. Actively participate in professional development activities to stay abreast of educational trends and best practices.

QUALIFICATIONS

- Current VIT Registration.
- Accreditation to Teach or Lead in a Catholic School (or working towards).
- Appropriate Tertiary Qualifications with further study an advantage

