

Instructional Leader

POSITION:	Instructional Leader
REPORTS TO:	Assistant Principal Learning & Teaching and Principal
ROLE TENURE:	2024 –2026 (1 year remaining)
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

The Instructional Leader is responsible for guiding the development, implementation, and evaluation of the Learning and Teaching Program, ensuring curriculum programs are future-focused and relevant. This role also involves shaping teacher pedagogy by promoting high-impact strategies that maximize student learning progress. Additionally, the Instructional Leader supports the continuous development of both staff and student learning at Marian College.

The Team of Instructional Leaders collaboratively drive the advancement of curriculum, pedagogy, assessment, and reporting across all Learning Areas at the College, with a strong focus on coaching staff and fostering continuous improvement in teaching practices. This dynamic role offers the opportunity to lead meaningful change and elevate the overall learning experience.

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:

PLAN, DESIGN AND EVALUATE LEARNING PROGRAMS:

- Identify needs, initiate change and facilitate innovation in the area of curriculum planning and design, preparing students for their future, considering contemporary education research and practice.

- Work collaboratively as a member of the Instructional Leaders Team to plan, design and review learning programs that build the skills, capabilities and dispositions of the Marian Graduate.
- Work with Learning Teams to access and use available data to support improvement in the quality of learning programs, to build a culture of evidence-based practice.
- Lead and collaborate with teachers to incorporate inclusive, differentiated learning, teaching and assessment strategies, that challenge all students, ensuring optimal opportunities for growth.
- Work collaboratively with the Digital Innovations Leader to plan and support the integration of digital technologies into the Learning and Teaching Program.
- Oversee a whole-school approach to the integration of literacy and numeracy.
- Support teachers to implement differentiated programs including targeted intervention and extension (e.g., NCCD, ALT, EAL).
- Oversee the dissemination of continuous feedback and reporting of student learning progress.

DEVELOP PEDAGOGICAL PRACTICE:

- Use a coaching model to support teachers to develop pedagogical practice.
- Provide coaching and formative feedback for staff, formally through the staff appraisal process.
- Develop and implement strategies for staff to gain ongoing feedback from multiple data sources, including classroom observations and student feedback.
- Keep abreast of contemporary educational research and share with appropriate teams.
- Encourage staff to access research relating to pedagogical practice and share this within Learning Teams.
- Lead Learning Teams to conduct action research in learning and teaching focused on high-impact strategies and student learning progress.
- Work collaboratively with teachers and Learning Teams to build capacity and collective efficacy
- Build the capacity of others to seek, critically assess and incorporate new ideas into the Learning Program.

SUPPORT INNOVATION IN PROFESSIONAL LEARNING:

- Work collaboratively with College Leaders to plan for the provision of professional learning in the areas of curriculum design, pedagogical practice, assessment and student learning progress.
- Lead staff workshops and presentations supporting the delivery of a high-quality learning program.
- Model the approaches to performance and development for teachers and leaders through commitment to ongoing professional learning.
- Investigate external innovative practices and contemporary research and share with the College community.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Engage with the school community and beyond to build diverse and inclusive partnerships to enhance learning programs.
- 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 School Improvement Plan and the Annual Action Plan.
- Support and challenge staff to meet published College expectations in relation to the Learning Program.
- Oversee the effective resourcing of the Learning Program.
- Prepare and submit funding and grant applications as appropriate.
- Collaboratively contribute to the subject selection planning and processes.
- Contribute to relevant College Community Evenings and Events, as required.
- Be aware of, support and enact school-related policies, in particular, policies related to the Learning and Teaching Program

The Marian College community is committed to promoting the safety, wellbeing and inclusion of all students



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.

OTHERS

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

KEY SELECTION CRITERIA

1. Demonstrate a dedication to the Catholic and Kildare Ministries values and principles.
2. Demonstrate knowledge of contemporary pedagogies pertinent to educating girls.
3. Demonstrate experience in leading the design, implementation, and evaluation of innovative, future-focused curriculum programs that enhance student learning outcomes.
4. Deep understanding of high-impact teaching strategies
5. Ability to coach and support teachers in adopting strategies and practices to maximize student learning progress.
6. Strong ability to work collaboratively in a team environment, fostering a culture of continuous improvement in curriculum, pedagogy, assessment, and reporting.
7. Incorporate technology effectively to support learning and teaching objectives.
8. Ability to articulate and implement a strategic vision for educational excellence, driving meaningful change that elevates the overall learning experience within the school community.

QUALIFICATIONS

- Post graduate qualification in education
- Current, full registration with Victorian Institute of Teaching (VIT)
- Accreditation to Teach/Lead in a Catholic School
- Accreditation to Teach Religious Education (an advantage)

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.

