



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	Professional Learning Coordinator
<b>Classification</b>	Full Time
<b>Position of Leadership</b>	POL 2
<b>Time Allowance</b>	10 x 70-minute periods per 10-day cycle
<b>Length of Appointment</b>	3 years
<b>Key Reports</b>	Deputy Principal Staff & Operations
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	College Operations Team

## Purpose of the Position

The Professional Learning Coordinator is responsible to the Deputy Principal Staff & Operations for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures.

The Professional Learning Coordinator will play a central role in the creation and fulfilment of the Professional Learning needs of the College staff. Working in close collaboration with the Deputy Principal Staff & Operations, the Professional Learning Coordinator will be responsible for providing information and guidance to teaching and support staff regarding professional learning opportunities, taking into account professional learning plans and College priorities.

The Professional Learning Coordinator will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

## Portfolio Responsibilities

The Professional Learning Coordinator will oversee all aspects of Professional Learning within the College, taking a proactive approach to strengthening the performance and development culture of the College.

- Ensure the smooth setup and maintenance of the *Pivot* Survey platform for staff feedback and evaluation purposes.
- Distribute surveys as required and analyse the results to identify areas for improvement within learning areas/programs, year levels and across the College.
- Establish and promote a Peer Observation program, promoting a culture of collaboration and sharing best practices among staff.
- Coordinate observation schedules and feedback sessions to support professional growth.
- Collaborate with relevant stakeholders to develop an annual Professional Learning strategy aligned with the Australian Professional Standards for Teachers and the College Annual Action Plan and Strategic Intent.
- Ensure that the professional learning strategies encompasses the College's mission and objectives, catering to the diverse needs of all staff.
- Assist in the Deputy Principal Staff & Operations in the ongoing development and mentoring Program for Provisionally Registered Teachers and those undertaking Teacher Accredited Training Programs.
- Provide guidance and support to mentors and mentees, fostering a positive and enriching experience.
- Manage the Professional Learning application process on the EMS360 platform, ensuring seamless and efficient application processes for staff members.

- Collaborate with relevant teams/learning areas across the College to ensure relevant and enriching opportunities are provided to all staff.
- Provide timely feedback to staff on the outcome of their professional learning applications, following relevant processes and procedures as communicated by the Deputy Principal Staff & Operations.
- Support the various members of leadership in the development of Annual Review Meeting (ARM) processes on EMS360, ensuring fair and transparent practices are followed across the College.
- Coordinate ARM meetings and assist staff, where appropriate, in setting appropriate professional goals.
- In collaboration with the Deputy Principal Staff & Operations, oversee the College Induction Program for new staff members, helping them integrate into the College community in a smooth and efficient manner.
- Continuously seek to improve all aspects of the professional learning, mentoring and induction programs to further enhance the performance development culture of the College, and overall experience of staff.
- Other duties as required by the Principal and/or Deputy Principal Staff & Operations.

### Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

### Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Proven capacity as an exceptional leader, with high level organisational and administrative skills.
5. Highly developed interpersonal and communication skills.
6. An ability to work collaboratively and facilitate dynamic teamwork.
7. An excellent grasp of current educational and operational thought and practice.
8. An understanding of EMS360 or other relevant educational management systems
9. Proven commitment to ongoing professional learning, and the promotion of staff professional learning.
10. Experience in mentoring staff, and sound understanding of the associated frameworks for professional development (e.g., AITSL APST frameworks).
11. Proven effective experience in policy and procedure creation and implementation.
12. Proven success as an exemplary teacher.

## **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

## **Application Procedure**

Prospective candidates are asked to submit their application via our employment portal ([crccsvic.bamboohr.com/careers](https://crccsvic.bamboohr.com/careers)).

Applicants will be required to submit a cover letter addressing the key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal, Mr Jamie Madigan.

**Applications close:** 9am Monday 21 August