



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Dean of Learning (Years 10 - 12)
<b>Reports To</b>	Principal, Assistant Principal, Teaching and Learning

#### PRIMARY PURPOSE OF POSITION

The Dean of Learning (Years 10-12) is a member of the Teaching and Learning Executive and is responsible for the implementation and management of the Victorian Curriculum at Year 10 and of the Victorian Certificate of Education (VCE, including VET) at Parade College. The Dean of Learning (Years 10-12) works in collaboration with the Assistant Principal, Teaching and Learning, Dean of Learning (Yrs 7-9), Dean of VCE Vocational Major, Curriculum Leader and Learning Area Leaders in overseeing the learning and teaching program at Year 10 to 12.

#### STATEMENT OF DUTIES

<b>Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• The Dean of Learning (10–12) has delegated responsibility for the coordination and quality assurance of all VCE processes at the College.</li> <li>• Leading innovation and facilitating the design, development, implementation and evaluation of the College’s learning and teaching program at Year 10 to 12 in accordance with the VCAA and Catholic Education Melbourne requirements and guidelines that are reflective of best practice to improve student outcomes.</li> <li>• Lead the relevant Learning Coordinators and staff in the development and implementation of course documentation and materials as part of the College’s commitment to dynamic learning and teaching methodology at Year 10 to 12.</li> <li>• Collaborating with the Dean of Learning (7 – 9) to ensure consistency in the standard, development and implementation of the learning and teaching program across Years 7 to 9 and Years 10 to 12.</li> <li>• Leading and facilitating strategic professional learning of teaching staff to support and develop their capacity and confidence as teachers with a focus on the implementation of the Victorian Curriculum and the VCE at Year 10 to 12 and innovative learning and teaching practices including inquiry-based learning.</li> <li>• Collaborating with members of the Learning and Teaching Teams to develop curriculum materials and lessons that integrate technology and address the compliance requirements and guidelines provided by ACARA, VCAA and the VCEA.</li> <li>• Making recommendations and contribute to the Learning and Teaching Team deliberations about the nature of the learning and teaching programs at Year 10 to 12, following annual course audits and reviews.</li> <li>• Support the Assistant Principal, Learning and Teaching in the coordinating of student subject selection processes at the College.</li> <li>• Demonstrate leadership in the role through active participation in Professional Growth Plan and Annual Review Meeting interviews and</li> </ul>
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	<p>using a restorative approach in managing issues involving staff, students and/or parents.</p> <ul style="list-style-type: none"> <li>• Collaborating with Learning Coordinators to: <ul style="list-style-type: none"> <li>○ Oversee curriculum mapping related to the relevant Learning Areas and all processes related to course development that address the compliance requirements and guidelines provided by ACARA, VCAA and the VCEA in the implementation of Victorian Curriculum and the VCE at Years 10 to 12</li> <li>○ Assist teachers with classroom teaching practice, including the development of courses and the use of an appropriate learning and teaching strategies, with a focus on continual improvement in student outcomes</li> <li>○ Contribute to the implementation of the College’s Curriculum Development, Review and Renewal policy and procedures in the development and review of courses at Year 10 to 12</li> <li>○ Lead internal moderation processes to ensure consistency, comparability, and validity of School Assessed Coursework across all VCE subjects.</li> <li>○ Manage and investigate breaches of VCAA rules, ensuring processes align with VCAA guidelines and maintain procedural fairness.</li> </ul> </li> <li>• Oversee all PISA and ACARA based testing that involves students in Year 10-12.</li> <li>• Leading special academic programs for students and staff including Elevate, Edrolo and others.</li> <li>• To work closely with the Additional Needs Coordinators and Academic Advisers to provide appropriate educational support to the students in Years 10 to 12.</li> <li>• To work closely with the Careers Advisers to ensure appropriate advice and support is offered to students in exploring pathways options.</li> <li>• To work closely with the Literacy Leader in improving literacy across Years 10 to 12.</li> <li>• Oversee policies and processes for VCE acceleration and early entry, ensuring appropriate student selection and support.</li> <li>• To work with the Teaching and Learning Leaders (TaLL) Team in coordinating and facilitating Curriculum and Pedagogy based Professional Learning for staff.</li> </ul>
<p><i>Assessment and Reporting</i></p>	<ul style="list-style-type: none"> <li>• In collaboration with the Assistant Principal, Teaching and Learning facilitate the introduction of continuous reporting with development of learning area specific rubrics.</li> <li>• Lead, in collaboration with the Assistant Principal Partnerships and Organisation, Director of Student Services, VCE Chief Assessor and Additional Needs Coordinator assist with arrangements for: <ul style="list-style-type: none"> <li>○ VCAA examinations (including the GAT)</li> <li>○ Year 10 - 11 Semester Examinations.</li> </ul> </li> <li>• Ensure all VCE programs meet VCAA audit requirements, including authentication procedures, assessment design, moderation, and documentation.</li> <li>• To complete reports and manage student enquiries on final VCE results for the college.</li> <li>• To coordinate VCE assessment and reporting on the campus and manage all VCE examinations.</li> <li>• To conduct practice VCE examinations at appropriate times throughout the year, including the last week of Term 3 and SWOT VAC.</li> <li>• Attend VCAA Training Days.</li> </ul>

	<ul style="list-style-type: none"> <li>• Build teacher capacity in VCE pedagogy, including assessment design, exam preparation, and use of VCAA performance data and examiner reports.</li> <li>• Liaise with Chief Examinations Supervisor (CS) to ensure the administration of the examinations meets VCAA requirements.</li> <li>• To provide information to CS regarding student attendance at VCAA examinations.</li> <li>• To liaise with CS, Additional Needs Coordinator ANC (10-12) and House Leaders regarding special provision arrangements. Includes special provisions for school-based assessments, special exam arrangements, derived exam score applications.</li> </ul>
<i>Communication and Administration</i>	<ul style="list-style-type: none"> <li>• Lead parent information sessions regarding VCE structure, assessment, pathways, and expectations.</li> <li>• To ensure all students are correctly enrolled in the VCE, VCE Vocational Major and VCE VET with the VCAA in collaboration with the VASS Administrator.</li> <li>• To establish and publish SAC dates, examination dates and other important VCE dates.</li> <li>• To communicate with students, House Leaders, teachers and parents regarding potential breaches of rules.</li> <li>• To present an analysis of VCE data to staff at staff meetings.</li> <li>• To meet individually with Year 12 teachers and Learning Area Leaders to analyse VCE class results, where appropriate.</li> <li>• To provide information about VCE programs to House Leaders, staff, students and parents.</li> <li>• To liaise with the Additional Needs Coordinator, Years 10-12, to ensure all requirements are met for students with special needs.</li> <li>• To liaise with the VASS Coordinator to ensure all requirements are met for students' VET and VCE enrolments and requirements.</li> <li>• To liaise with House Leaders about any concerns about individual student's progress and that any decisions are made holistically.</li> <li>• To meet regularly with the Academic Advisors' Group about individual student's progress.</li> <li>• To liaise with the VCAA and other official bodies related to provision of the VCE and VET.</li> <li>• To apply to the VCAA for special provision for relevant students in collaboration with the Additional Needs Coordinator.</li> </ul>
<i>Data Analysis</i>	<ul style="list-style-type: none"> <li>• Lead, in collaboration with the Assistant Principal of Teaching and Learning, the collation and use of relevant data to improve learning and teaching across Years 10 to 12.</li> <li>• This includes: <ul style="list-style-type: none"> <li>○ VCE results</li> <li>○ VCE Data Service</li> <li>○ Assessment and Reporting data</li> <li>○ Lead whole-school analysis of VCE outcomes to inform strategic improvement planning, including benchmarking against state and like schools.</li> </ul> </li> </ul>
<b>Student Wellbeing</b>	<p>To work with the House Leaders to provide a holistic education for students in Year 10 to 12. This includes:</p> <ul style="list-style-type: none"> <li>• Supporting "students at risk" in collaboration with House Leaders, Tutor Teachers, Student Counsellors and Additional Needs Coordinators.</li> <li>• Overseeing the implementation of a study skills and exam preparation program as part of any Student Wellbeing Program at Year 10 to 12.</li> <li>• Develop and oversee systematic monitoring of VCE student progress, including SAC tracking, and coordinate targeted academic interventions.</li> </ul>

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To model to staff and students the best practice in restorative philosophy.</li> <li>• To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations.</li> <li>• To exercise discretion when handling confidential and sensitive information.</li> <li>• To ensure College expectations regarding study habits, dress and conduct are maintained.</li> <li>• To accept a leadership role in College events.</li> <li>• Support the College New Student Enrolment process through: <ul style="list-style-type: none"> <li>– leadership and attendance at the College Open Day; and</li> <li>– the facilitation of new student interviews and liaison with the College Registrar with regards to feedback following a new student enrolment interview.</li> </ul> </li> </ul>
<b>Other Duties</b>	Other duties as requested from time to time by the Principal and/or Assistant Principal Teaching and Learning.

POSITION REQUIREMENTS	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Experience as a VCE teacher who models excellence in teaching and knowledge of curriculum in Year 10 to 12, including a thorough understanding of the policies and procedures of the VCE and VET.</li> <li>• A demonstrated ability to promote a team spirit among the staff involved with teaching in Years 10 to 12.</li> <li>• A demonstrated understanding of the needs of Year 10 to 12 students</li> <li>• Effective interpersonal and communication skills.</li> <li>• The ability to work collaboratively with House Leaders, classroom teachers and parents to provide a flexible range of intervention measures as student needs change.</li> <li>• Strong organisational skills and experience in leadership.</li> <li>• The desire to be an active collaborative member of the Teaching and Learning Executive.</li> <li>• An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Willingness to support the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. A clear vision for the development of a learning environment at Year 10 to 12 for a modern and comprehensive boys Catholic secondary college, with a demonstrated understanding of the needs of Year 10 to 12 students</li> </ol>

	<ol style="list-style-type: none"> <li>3. Excellent leadership, management and administrative skills, including a demonstrated ability to promote a team spirit among the staff involved with teaching in Years 10 to 12</li> <li>4. Effective interpersonal and communication skills, with an ability to work within a collaborative decision making framework with House Leaders, classroom teachers and parents to provide a flexible range of intervention measures</li> <li>5. Appropriate qualifications and educational experience, with proven success as a teacher who models excellence in teaching and a knowledge of curriculum in Year 10 to 12</li> <li>6. A commitment to ongoing personal professional development</li> </ol>
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TERMS AND CONDITIONS
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.</li> <li>• The position is for a three-year term. The position will be re-advertised after three years and is subject to the College Review process.</li> <li>• This position attracts a POL 4 allowance, and a time allowance per cycle as determined by the Principal.</li> <li>• The position reports to the Assistant Principal, Teaching and Learning and will need to be available to the Assistant Principal, Teaching and Learning during specified periods leading up to the commencement of school and after school finishes.</li> <li>• The position will, from time-to-time require attendance outside normal hours. Remuneration for this time, outside of regular hours, is provided for within the position of leadership time allowance and remuneration.</li> <li>• The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.</li> </ul>