



Dean of Professional Learning

About Parade College

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

Applications are invited from suitably qualified, highly motivated and innovative leaders for the position of Dean of Professional Learning.

The Position

One of the key elements of our Strategic Plan 2022-2026 Leadership and Management is to maintain and support staff wellbeing and development by promoting and modelling genuine collaboration. This is underpinned by a strong focus on cultivating a professional learning community, which is characterised by a shared vision, a strong commitment to teamwork and is focused on the continuous improvement of student learning outcomes. Central to this is, is a culture of continuous professional growth that is committed to the wellbeing of all members of our community.

The Dean of Professional Learning is responsible for leading the teacher accreditation and quality teaching agenda while developing teacher practice aligned with the Professional Standards for Teachers. This is a senior leadership position leading the improvement of teacher pedagogy.

The Dean of Professional Learning will, in leading the Coaching and Support Team (CST) establish supportive learning relationships with members of the teaching staff for the enhancement of learning and teaching in line with strategic directions of the College.

Teaching and Learning at Parade College

Learning at Parade College inspires a commitment and spirit that is both personalised and life-long. Gifts and talents are celebrated equally but paramount to all this is the reality that learning takes place within a collective sphere of mutual support and a deep desire to achieve the very best.

Teaching and Learning at Parade College has, over 150 years, developed both the capacity and capability of providing dynamic learning that caters for the students' spiritual, academic, social, emotional and physical development. A vibrant professional teaching and learning culture exists and grows. Students are supported in their studies by highly qualified, experienced and committed staff.

Our curriculum continues to blend the best of educational traditions with the latest in cutting edge theory, practice and design. Our classrooms are contemporary, technology-rich learning environments, suitably well-resourced and designed to both encourage and exploit a wide variety of teaching and learning preferences.

The successful candidate for this position will commence 27 January 2026. The leadership appointment is for a three year term, with an ongoing teaching position associated with this appointment. This position attracts a generous Position of Leadership Allowance and time release per cycle.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with;
- a current **Curriculum Vitae**.

Applications must be addressed to The Principal, and submitted via the College website:

<https://www.parade.vic.edu.au/school/employment>

For enquiries, please contact the Director of Human Resources via email: hr@parade.vic.edu.au, or phone: 94683300.

This community is committed to the safety, wellbeing and protection of all children in our care.

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

Parade College is an Equal Opportunity Employer



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Dean of Professional Learning
Reports To	Principal, Assistant Principal – Staff Wellbeing and Development

PRIMARY PURPOSE OF POSITION

In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours. Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

One of the key elements of our Strategic Plan 2022-2026 Leadership and Management is to maintain and support staff wellbeing and development by promoting and modelling genuine collaboration. This is underpinned by a strong focus on cultivating a professional learning community, which is characterised by a shared vision, a strong commitment to teamwork and is focused on the continuous improvement of student learning outcomes. Central to this is a culture of continuous professional growth.

The Dean of Professional Learning reports to and works closely with the Assistant Principal, Staff Wellbeing and Development. Strategically, the Dean of Professional Learning will also work closely with the Assistant Principal-Teaching and Learning, Dean(s) of Learning, Director of Human Resources and Learning Area Leaders.

The Dean of Professional Learning is responsible for leading the teacher accreditation and quality teaching agenda while developing teacher practice aligned with the Professional Standards for Teachers. The Dean of Professional Learning will establish supportive learning relationships with members of the teaching staff for the enhancement of learning and teaching in line with strategic directions of the College.

STATEMENT OF DUTIES

Lead and oversee Teacher Accreditation	In consultation with the Assistant Principal–Staff Wellbeing and Development, lead the teacher accreditation process: • Provide strategic vision for teacher accreditation as a tool for school improvement • Serve as the College Teacher Accreditation authority • Manage the logistics of the accreditation process at all levels • Assist teachers through the accreditation process as necessary • Keeping abreast of teacher accreditation requirements as advised by VIT and communicating these requirements to all relevant staff • Work with the structures provided by VIT to manage requirements of teacher accreditation. Develop and be accountable to timelines, professional learning and expectations for teacher accreditation • Work closely with College leadership to support the professional learning, observation and feedback required for teachers.
Staff Development and Professional Learning	• Work with the Assistant Principal–Staff Wellbeing and Development, to support academic staff and their professional development. • Provide feedback to the Assistant Principals of Teaching and Learning and Student Wellbeing on observations of teaching staff and areas for possible support of staff. • Conduct peer observation of colleagues and offer suggestions for improvement in teaching methods and strategies.

	• To facilitate the coaching process with colleagues. • To inspire effective teaching practices in accordance with the Australian Professional Standards for Teachers (APST) • In consultation with the Assistant Principal-Staff Wellbeing and Development and Director of Human Resources, facilitate support for staff who require support/assistance, e.g.; formulate a structured support program to work with these staff. This may include regular meetings, support in finding appropriate professional development opportunities, etc. • Commit to sharing knowledge with staff in different forums and running workshops. • Support the Assistant Principal-Staff Wellbeing and Development in leading the after-school meetings outside of the regular staff meeting schedule and plan Professional Learning Workshops for staff. • Investigate, initiate and facilitate professional learning opportunities for staff members. • Participate in the Annual Review Meetings Process, including interviewing staff and preparing documentation.
Coaching Program	• Lead the training and development of staff in the implementation of the college Professional Learning Coaching Framework. • Provide individual coaching to classroom teachers and leaders. • Build collaborative partnerships within and across learning areas to develop evidence-based teaching practices. • In consultation with the Assistant Principal-Staff Wellbeing and Development and Director of Human Resources, support the induction of new staff, graduate and returning teachers
Leadership Development	• Enhance opportunities for POL holders to engage in leadership development through coaching and professional learning. • Develop networking opportunities for the development of professional learning partnerships within and beyond the college • Elevate the voice and experience of teachers through targeted professional learning opportunities and events.
Other Duties	• Participate in College selection panel processes for new staff as required. • Support the College New Student Enrolment process through the facilitation of new student interviews. • Liaise with the College Registrar with regards to feedback following a new student enrolment interview. • Support the Principal and Assistant Principal – Partnerships and Pathways with the identification, building and maintenance of partnership opportunities within and beyond the College community. • Other duties as directed by the Principal and/or Assistant Principal-Staff Wellbeing and Development, including College events which may occur after hours.
Classroom Teaching and Learning	• Teach various classes across a number of different year levels.

KEY PERFORMANCE INDICATORS
• Building a safe environment where colleagues are supported in their position as professional learners. • Create a nurturing environment where teachers feel able to trial new approaches without the fear of criticism but with the hope of constructive reflection and advice. • Encourage informed reflective practice as part of the norm. • Develop positive working relationship which foster a desire for professional growth. • Provide regular reports to the Assistant Principal-Staff Wellbeing and Development regarding the support programs provided to colleagues. • Consult with Assistant Principals of Teaching and Learning and Student Wellbeing on various staff related matters. • Active participation in the ARM processes.
POSITION REQUIREMENTS

Skills and Attributes	• An appreciation and consideration for individual teachers' needs when engaging with them. • The ability to work effectively with colleagues and provide professional guidance. • A commitment to ongoing professional development. • An ability to successfully promote the work of the CST. • Accreditation in Coaching (<i>highly desirable</i>).
Child Safety	• Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	Applicants should be able to demonstrate: 1. Proven record as a skilled educator, with extensive knowledge and expertise in current pedagogical philosophy and practice in the context of Australian curriculum. 2. Support and participation in 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. 3. Ability to effectively lead staff to ensure a very high standard of professional practice. 4. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes. 5. Knowledge and understanding of contemporary practices and policies related to student learning. 6. Understanding of key policies and the ability to encourage the implementation of these policies across the College. 7. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively independently and in a team. 8. Demonstrated high standards of professional conduct and discretion in relation to confidential matters at all times. 9. Commitment to ongoing professional learning.

TERMS AND CONDITIONS
• Terms and conditions will be as outlined in the Catholic Education Multi Enterprise Agreement 2022 for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. • This position attracts a POL allowance, and a time allowance per cycle as determined by the Principal. • The leadership appointment is for a three-year term, with an ongoing teaching position associated with the appointment. • The position reports to the Assistant Principal-Staff Wellbeing and Development and will need to be available to the Assistant Principal during specified periods leading up to the commencement of school and after school finishes. • 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. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.

- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- 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.