



LEARNING & TEACHING COACH

Responsible to: **PRINCIPAL**
 Report to: for Learning and Teaching matters: **DEPUTY PRINCIPAL LEARNING & TEACHING**
 Report to: for Professional Conduct and Pastoral Care: **DEPUTY PRINCIPAL – HEAD OF CAMPUS**

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL2
 Time Allowance: 5 Periods per cycle
 Tenure: 3 Years

Position Description – Health and Physical Education

STATEMENT OF DUTIES

Contemporary Teaching

- **Lead the Key Learning area through a solutions focused coaching Model.**
- **Assist classroom teachers in the development of best teaching practice and implementation of programs that improve student performance and learning outcomes.**
- Promote the College Vision for ACTIVE Learning
- To work collaboratively with the West Campus PE and Health Coach to promote the College Policy of “ One College” and ensure consistent , Assessment and Reporting
- Lead a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Understand and adhere to State and National course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV
- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Ensure compliance with State and National course requirements via College UbD documentation
- Keep accurate records of student attendance in classes taught
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions
- Write formal academic reports that conform to report writing guidelines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- Liaise with appropriate support staff in the implementation of the curriculum
- Begin and end all classes on time. No student should be dismissed before the scheduled end of lesson

Pastoral Care and Child Safety

- Provide students with a child-safe environment
- 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
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment

STATEMENT OF DUTIES

<p>Curriculum</p>	<ul style="list-style-type: none"> • To share a co-responsibility with the DP Learning and Teaching for the professional growth of members of the department. • To actively coach subject teachers through the St Peter's Coaching Model. • To journal coaching duties undertaken throughout the year through the ARM process • To analyse data relevant to their subject area and develop strategies to improve student outcomes. • To review assessment programs regularly through the year and to ensure valid and rigorous testing and assessment has been delivered to students. • To keep on file a copy of tests/exams given in the subject during the year. • To submit a Departmental Budget for the coming year. • To encourage teachers to be aware of current developments in pedagogy, including technology, video and films. • To liaise with Subject Leaders from other schools in the area. • To liaise with the Deputy Principal Learning and Teaching concerning allocation of staff within the department. • To ensure that the College is a member of the relevant Subject Association and that information from the Association is made available to department members. • Liaise with the Book Hire Manager in regards to changes of texts including stationary lists and e books. • To ensure that subject excursions are monitored and planned in accordance with College Excursion Policy. • To liaise with Deputy Principal Learning and Teaching concerning allocation of mentors and buddies to new staff. • Additional duties as directed by the Principal.
<p>Professional Learning</p>	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas • To liaise with the Deputy Principal Teaching & Learning in monitoring Professional Learning within the department. • To ensure that relevant feedback, with respect to Professional Learning activities, is given to members of the team. All Professional Development should be recorded via CEVN. • Commit to ongoing professional learning in your teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal process • Be an active member of a relevant professional association as duties permit • Support collegial learning by acting as a mentor or supervising and supporting a student teacher
<p>Co-Curricular Involvement</p>	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements
<p>General and Administrative Duties</p>	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to physical and mental wellbeing • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Participate in duty supervision as rostered and other supervision duties when required • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher

STATEMENT OF DUTIES

- Attend Coaches Meetings
- Chair Key Learning Area Meetings
- Facilitate PLT Meetings
- Other duties as directed by the Principal

SELECTION CRITERIA (TEACHER)

Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church's teachings into all aspects of curriculum
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) • Be a suitable person to engage in child-connected work
Education and Experience	Essential: <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation)
	Desirable Other: <ul style="list-style-type: none"> • Accreditation to Teach Religious Education • Relevant post-graduate studies (or working towards such qualifications) • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrated experience in using ICT to teach subject area • Preference for experience in inquiry based learning and use of student data to maximise learning outcomes
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Demonstrated Leadership qualities • Self-motivation • Ability and willingness to accept policy directives • Highly effective organisational skills

