

# POSITION DESCRIPTION

## Director of Years 10 – 12 (POL 4)



### Purpose of the Position

The Director of Years 10 - 12 inspires the vision for developing an aspirational culture of learning and growth through voice, choice and agency. A core component is to develop a vision for innovative and inclusive education, incorporating curriculum and pastoral initiatives that reflect national and international best practice in girls' education. The role fosters a culture of safety and respect where students are challenged to learn, grow and excel. This includes a vision for different learning pathways such as the VCE, VCE-VM and VET studies. The Director of Years 10 - 12 works closely with the Assistant Principals to ensure a strengths-based approach using intrapersonal, interpersonal, societal and global skills to support students to thrive. The Director of Years 10 - 12 fosters a cohesive and consistent approach to develop students in line with our core values of freedom, justice, sincerity, verity and felicity.

### Portfolio Responsibilities

#### Strategic Leadership

- Develop and deliver strategic priorities
- Enhance student agency and engagement
- Embed Catholic Social Teaching principles with a focus on awareness, action, and advocacy
- Develop innovative and contemporary learning experiences in collaboration with relevant leaders
- Actively support the development of positive cultures, belonging and connection by embedding ecosystems of learning and wellbeing

#### Day to Day Operations

- Assist Year Level Coordinators to support all students across Years 10-12 to engage in learning and thrive at Loreto College
- Chair the Student Wellbeing Action Team (SWAT) meetings by arrangement to oversee the support of students with complex wellbeing, learning and behavioural issues
- Embed restorative practices and approaches to working through student wellbeing issues across the school
- Develop, implement and monitor individual student behaviour management plans and wrap around actions.
- Assist staff in maintaining student behavioural expectations
- Liaise with the Assistant Principals to facilitate the production of relevant Year Level handbooks
- Manage and oversee Year 10 student examinations, including examination timetables and assist the Senior Pathways Coordinator with VCE examinations and VM assessments.
- Guide, contribute and ensure the appropriate dissemination of information to staff, students and parents via the College newsletter, meetings, the College App, website, SIMON and other platforms.
- Engage in policy development and review relating to wellbeing, learning, curriculum, assessment and reporting
- Support and promote social justice and leadership opportunities
- Enhance the liturgical life of the school through active participation in prayer and Eucharist and liturgical celebrations
- With the Assistant Principal – Learning & Innovation and Director of Years 7-9, coordinate student reporting, including timelines and parent/teacher/student interviews
- Coordinate subject choice selection processes and procedures
- Support, as needed, College events involving Year 10-12 students such as assemblies, masses, excursions, concerts, presentation nights, house events, information evenings, sports carnivals, GB day (feast day), retreats and camps

**Oversight**

- Ensure appropriate information sessions for students and parents are conducted including course, subject, pathways and wellbeing information
- Support the Assistant Principal – Wellbeing in overseeing the wellbeing of students by fostering and facilitating student wellbeing strategies that promote the social, emotional, physical, academic and spiritual development of students
- Oversee the response to student behaviour matters across the school and liaise with and provide mentoring, coaching, advice and support to Year Level Coordinators, Mentor Group teachers and staff regarding the management of student wellbeing and the application of positive pastoral care practices
- Oversee the monitoring of standards of safety, conduct, behaviour, uniform, punctuality, attendance and appropriate use of technology

**Other**

There are additional responsibilities, listed below but not limited to:

- Demonstrate support through regular attendance at functions and out of school hours events and activities
- Assist Faculty Leaders and Year Level Coordinators with the allocation of students to classes and Mentor Groups
- Other duties as assigned by the Principal, Deputy Principal and/or Assistant Principals

## Shared Responsibilities

To work in partnership with the Assistant Principals, Wellbeing and Learning Leaders to:

**Faith & Identity**

- Build capacity of the Year Level Coordinators and Mentor Teachers in developing their faith and faith leadership

**Learning & Innovation**

- Ensure that a comprehensive and efficient system exists for all teachers and staff to access information and resources
- Ensure effective procedures in determining the compliance of assessment and reporting standards, outcomes and benchmarks
- Create a culture of learning that is innovative and contemporary, prioritising student voice and agency

**Wellbeing**

- Work closely with the Assistant Principal – Wellbeing to develop, implement and review College Wellbeing Team policies and practices
- Work with the Assistant Principal – Wellbeing to implement the Annual Action Plan for the Student Wellbeing sphere, incorporating findings from relevant surveys and data

**Administration**

- Work with the Senior Pathways Coordinator to oversee appropriate pathways and special provisions for VCE students
- Work collaboratively to update student documentation, cohort notes and transition information on SIMON
- Respond to emerging issues within the community and with the Assistant Principals, coordinate, implement and review parent forums
- Promote different pathways, catering for the individual students

**Mission and Ethos**

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service

- Role model Christian values in all dealings with students, staff and parents
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans

### Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the College'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 and Torres Strait Islander 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

## Qualifications/Experience

- Bachelor's Degree or equivalent
- Postgraduate Qualification in Education, Educational Leadership or Wellbeing (desirable)
- VIT registration
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children

## Key Selection Criteria

The criteria listed below will inform the selection process:

1. The ability to provide spiritual leadership in the Catholic tradition underpinned by the Loreto values and a commitment to the work of Mary Ward
2. Ability to work autonomously and make informed decisions while leading strategic improvement
3. An understanding of best practice in contemporary and innovative education, particularly for girls' education and senior pathways
4. Outstanding planning, organisation, communication, administrative and interpersonal skills
5. The ability to laugh at one's self, reflect and commit to continual learning