

Purpose of the Position

The Faculty Leader is a specialist consultant for their faculty and has a significant role within the College Community. The Faculty Leader serves as an educational leader and specialist within their faculty, driving continuous improvement in student learning outcomes. They lead curriculum design and implementation, focusing on innovative, collaborative, challenging, inclusive and differentiated programs and assessments tailored to diverse student needs.

Portfolio Responsibilities

Leadership and Faculty Management

- Lead and support teaching teams and manage support staff employed within the faculty (as applicable) including induction of new staff and chairing faculty meetings and collaborative planning.
- Ensure that minutes of meetings are available to Faculty Staff and the Assistant Principal – Learning & Innovation, and that they are uploaded to the Faculty Team.
- Facilitate and model collaboration of year level teaching teams, empowering them to plan learning, assessment, reporting, use of resources and evaluation of courses and pedagogical strategies.
- Attend Learning & Innovation team meetings.
- Oversee faculty operations including the Faculty budget, resource management, excursions, and OHS compliance.
- Maintain OHS procedures and records specific to Faculty including but not limited to hazardous materials stored and work practice protocols.
- Purchase, process and distribute resources for the Faculty.
- Provide input, as required, on employment and deployment of faculty staff.
- Provide support to Co-Curricular programs that are affiliated with the Faculty to provide support and assist in the assessment delivery and running of programs.

Curriculum and Pedagogy

- Lead curriculum development, implementation, and review using data-informed practices.
- Ensure diverse, innovative, and inclusive pedagogical approaches, including cross-curricular opportunities where appropriate.
- Collaborate with the Learning Diversity Team to support innovative practices, differentiated learning and intervention strategies as required.
- Liaise with the Director of Operations to coordinate Faculty-based excursions, incursions and activities.
- Provide subject based, specific extension and/or enrichment opportunities to enhance student growth and outcomes, including external competitions and activities.
- Facilitate effective communication with parents/carers, staff and students regarding excursions, incursions and other Faculty activities.

Assessment and Reporting

- Manage subject information in SIMON, including assessments, course descriptors, and reports.
- Oversee the faculty's reporting processes and contribute to handbook and booklist preparation.
- Set and monitor learning outcome indicators and implement improvement initiatives.
- Oversee the completion of all student assessments to support the attainment of key competencies.
- Coordinate the process for the writing of assessments. Ensure that relevant faculty teachers complete the process and editing in a timely manner.

Technology & Innovation

- Collaborate with the Digital Learning Leader to integrate technology and develop LMS-based courses.
- Maintain awareness of current educational best practices and liaise with the Director of Professional Engagement to identify professional learning aligned with strategic goals.

Communication & Community Engagement

- Liaise with the Director of 7 – 9 and Director of 10-12 to address areas of student and/or parent concerns pertaining to the Faculty.
- Coordinate faculty contributions to events including subject selection evenings.
- Actively promote the value and significance of the learning area to the Loreto community, including newsletter articles, contributions to Verity, The Abbey and when appropriate, the annual report
- Other duties as required by the Assistant Principal – Learning & Innovation.

Shared Responsibilities

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.

Key Selection Criteria

The criteria listed below will inform the selection process:

1. **Educational Leadership & Faculty Management** – The leader must demonstrate strong leadership in guiding teaching teams, facilitating collaboration, and ensuring effective faculty operations, including budgeting and resource management.
2. **Curriculum Design & Implementation** – The ability to lead curriculum development using data-informed practices is crucial. This includes ensuring diverse and innovative pedagogical approaches tailored to different student needs.
3. **Assessment & Reporting Expertise** – The leader must oversee faculty reporting processes, manage learning outcomes, and ensure timely and high-quality assessments that contribute to student competency attainment.
4. **Technology & Innovation Integration** – The ability to collaborate with relevant staff to incorporate educational technology and foster innovation within learning management systems.
5. **Community Engagement & Communication** – A learning leader must actively promote faculty initiatives, liaise with directors, engage parents/carers, and contribute to events that support student learning and faculty visibility.
6. **Commitment to Child Safety and Inclusion** - A thorough understanding of Ministerial Order 1359 on Child Safety and a dedication to creating an inclusive, culturally safe, and supportive environment for all students.
7. **Alignment with Catholic Ethos & Loreto Values** – Willingness to support the College's mission, participate in faith-based activities, and uphold professional integrity.