



Role Description:	Leader of Pedagogy: Literacy
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Enterprise Agreement	Victorian Catholic Education Multi-Enterprise Agreement 2018
Position of Leadership:	POL 3
Time Release	FTE 1.0
Status:	5 year contract (2023 - 2027)
Reports To:	Principal

School Environment

St Mary's Echuca is a co-educational Catholic primary school of 630+ students from Years Prep to Year 6, founded by the Bridgidine sisters in 1887. St Mary's is situated in Echuca, in the northern part of Victoria along the banks of the Murray River. Our Catholic faith is central to all we do and we celebrate that we are, *"A faith community, learning together, spreading the Good News of Jesus through positive relationships, trust and love."*

As a school community we strive to nurture specific graduate outcomes in all students in hope that they embrace the world with the ability to respect, act with courage, be inclusive, strive to achieve, to serve others and celebrate all that life gives them. St Mary's staff, families and students strive to make a difference to all.

Overview

The LOP: Literacy is responsible for planning, co-ordinating and implementing a comprehensive School-wide literacy program that supports the School's educational belief of Teaching and Learning.

The role of the LOP: Literacy is to support and collaborate within the leadership team in effectively and purposefully managing the planning, delivery, evaluation and improvement of the school. The incumbent works closely with the Principal in enacting the school's strategic direction, including the strategic deployment of resources, and aims to support improved learning outcomes for all students engendering faith education and Catholic identity.

School Leadership Team

Effective school leadership uses a range of technologies to efficiently manage the resources and staffing of the school. High-impact leaders seek to build a successful school through effective

collaboration with key stakeholders, including school boards, systems (where applicable), parents and community.

In collaboration with the Leadership team, the LOP: Literacy drives school improvement of literacy across the school by establishing an environment that provides opportunities for all staff to learn and improve together whilst applying their knowledge of leadership, management concepts and best practice.

Responsibilities	
Safety	<ul style="list-style-type: none"> • Provide the leadership, structure, resources to improve safety across the whole school community • Comply with all school and Legislative health and safety policies and procedures • Assist the Principal in ensuring with the school's health and safety policies and procedures • Support a safety culture embracing, advocating and supporting OH&S initiatives by actively driving and promoting OH&S compliance requirements and improvements • Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace • Adhere to safe work procedures, instructions and rules at all times • Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act
Leading Learning & Teaching: LITERACY	<ul style="list-style-type: none"> • Develop Literacy Programs and facilitate literacy instruction and student learning based on current reading and research; • Work with Curriculum Leaders and Classroom Teachers to plan, implement and review learning programs to support student literacy development using the Schools Agreed Practices and Procedures • Set school wide goals in conjunction with leadership to drive continuous growth and improvement in literacy • To model and teach the Schools Agreed Practices and Procedures of Literacy • In consultation with leadership select and use a range of assessment tools as a means to make sound decisions about student literacy needs as required by to the curriculum • Support curriculum differentiation for literacy to cater for the range of abilities, interests and backgrounds of all students

	<ul style="list-style-type: none"> • Use data to evaluate literacy needs within the School and collaborate with Leadership, Curriculum Leaders and classroom teachers to interpret and use assessment data to improve student literacy and target teaching • Using data lead intervention and extension processes to support explicit teaching and learning of various needs of students • Seek resources, supports and strategies to implement intervention and extension curriculum for classroom teachers and LSO's • Assist learning leaders in ensuring the variability of students learning needs are addressed • Assist all pedagogical leaders in ensuring staff adhere to agreed school-wide, evidence based practices • Understand state and national course requirements • Collaborate with teachers to assess and use evidence-based practise to improve student performance. • Embrace the use of information and communications technologies to enhance learning • Engage in learning progress discussions • Leading staff in analysing and using data to identify and inform continuous improvement. • Coordinate the interaction and management of individual students with teachers and the school community as appropriate. • Coordinate and report on the operation of Literacy across the school
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • 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 • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Drive strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend relevant school organised activities, as required
School Management	<ul style="list-style-type: none"> • Coordinate the induction program for new, beginning and returning teachers to support the teaching and learning of literacy

	<ul style="list-style-type: none"> • When requested, represent the school and the Schools' Leadership Team at meetings • Collaborate with key stakeholders to assist in the development of work plan in alignment with the Annual Action Plan
<p>Leading Continuous Improvement</p>	<ul style="list-style-type: none"> • Provide professional learning and follow up coaching to assist classroom teachers in the use of literacy programs in their classrooms • Facilitate literacy instruction and learning based on current reading and research • Facilitate curriculum planning sessions with teachers to ensure consistent practice, understanding and student needs are met • Work with teachers individually and/or in collaborative year level and Learning Area teams, providing practical support for a range of reading, writing, and communication strategies • Conduct regular meetings with classroom teachers to examine student work, including formal and inform assessment, to monitor progress and support teacher reflection and action • Observe and provide feedback to teachers on instruction relating to literacy development • Model and/or team teach classes in order to support teachers in their use of pedagogy related to literacy development • Maintain a collection of professional reading/learning materials, which reflects current research, related to students' literacy development and share this will colleagues; • Support teachers' professional growth and strengthen their professional knowledge, skills and strategies for improving student literacy through provision of an ongoing program of workshops and/or coursework • Assist the Principal and leadership team to facilitate change aligned to school and strategic direction • Ensure that the policy and procedures regarding Literacy are met • Oversee the selection, implementation and analysis of internal and external assessment instruments. • Attend professional development activities aligned to the School priorities and other individually required training to develop teaching effectiveness, skills and knowledge • Work collaboratively as a member of the lead pedagogical teaching team to ensure the best possible outcomes for the students • Work collaboratively with a leader to continue to grow practice, identify focus areas for development and respond to feedback

	<ul style="list-style-type: none"> • Lead and prepare meetings to support literacy development across the school (PLC's, Literacy Team, Pedagogical Leaders) • Attend Leadership, Curriculum Leader, Team and Staff meetings
Co-Curricular & Community Involvement	<ul style="list-style-type: none"> • To enhance and strengthen communication and collegiality between the school, home and wider communities • Support and be involved in the co-curricular program, as required • Proactively encourage students to participate in co-curricular activities • 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 • Implement communication strategies that ensure the timely and appropriate communication of information between the School, families and students • Provide reflections, learnings and strategies for a supported literacy partnership in the newsletter for the school community
General and Administrative Duties	<ul style="list-style-type: none"> • In liaison with Leadership organise and oversee the ordering and purchasing of equipment and supplies as required • In liaison with the Principal and other leadership staff, facilitate the implementation of a professional development programme with staff that supports literacy • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to the physical and mental wellbeing • 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 LOP: Literacy

Commitment to Child Safety

St Mary's Echuca is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.

St Mary's Echuca has a Child Safety Code of Conduct and as a staff member of the St Mary's Echuca, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Team structure

The structure of the school's leadership team for 2022 is as follows:

St Mary's School Leadership. 2022		
Canonical Administrator St Mary's Echuca Parish Priest		
School Advisory Chair: School Advisory Members x 6 Parent Community		
School Leadership Team: Principal Deputy Principal: Learning & Teaching Catholic Identity Leader Senior Leader		
Learning Communities: Middle Leaders Healy Foundation Healy Year 1 Healy Year 2 Brennan Year 3 Brennan Year 4 Moore Year 5 Moore Year 6 Specialists		
Curriculum Literacy Coach Numeracy Coach Physical Education Leader Digital Technology Leader	CoSSI Leaders Catholic Identity Pastoral Wellbeing Leader of Learner Diversity	Child Safe Team Principal Deputy Principal Pastoral Wellbeing Leader

Key communication contacts

Contact	Purpose and frequency of contact
Principal	Daily Contact
Members of school leadership team	Daily Contact
Administration team	Daily Contact
Teaching Staff	As required – Daily
Parents/Carers	As required – communication regarding students and school events/initiatives
School visitors	As required

Catholic Education Office personnel	As required
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Challenges

Types of challenge or judgement	How the role deals with this
Managing capability and behaviours	Performance management, engagement
Systems, processes and management information	Work with what is currently available and embrace change as it occurs. Suggest and implement changes as they happen.
Opposition to operational and cultural change	Using exceptional change management and interpersonal skills
Resource constraints	Logically appraise and prioritise initiatives, establish 'buy-in' to the priorities followed by efficient implementation Seek alternative methods to ensure agreed priorities are met when resource constraints present
Ambiguity	Creates structure for team and stakeholder
Prioritisation of opportunities	Strong analysis, proposals and presentations
Resources to implement	Influencing and negotiating with relevant stakeholders to gain commitment

Knowledge, experience and education

Formal qualifications	Required or Desirable
Teaching Qualifications	Required
Masters level, or working towards Masters level	Required
Accreditation to teach in a Catholic School	Required
Victorian Institute of Teaching Registration	Required
Accreditation to teach Religious Education in a Catholic school	Required (if applicable)
First Aid Certificate HLTA301B – Apply First Aid	Required

Knowledge/skills/experience	Why important & how used in role?
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10-15 years demonstrated teaching experience teaching within an educational setting	Understanding of school operations and the education environment
Demonstrated ability to improve safety awareness and understanding	Ensures ability to implement initiatives and handle complex issues.
Stakeholder (including Parents and teaching staff) engagement and influencing skills	Effective communication that builds trust
Demonstrated understanding of contemporary teaching practices and initiatives	Disciplined and logical approach to the improvement journey, to implement sustained improvements
Strong understanding of Human Resources and Industrial Relations	To drive and deliver the people strategy of the school
Energy, intensity and focus in making change effective throughout the work environment. Passionate and self-motivated.	To continue the drive toward a continuous improvement environment and implement change in the face of many obstacles in a 'maturing' plant
Strong analytical skills and process-focused.	Demonstrates a high data literacy level and the knowledge in using big data to appropriately and logically execute to diverse educational initiatives

Authorised By			
Name		Position	
Signature		Date	