



| | |
|------------------------|--|
| Position Title: | Leader of Pedagogy - Physical Education Leader |
| Name: | |

| | |
|--------------------------------|--|
| Enterprise Agreement | Victorian Catholic Education Multi-Enterprise Agreement 2018 |
| Position of Leadership: | POL 1 |
| Time Release | 2 hours planning |
| Status: | 2 year contract - 2023 & 2024 |
| Reports To: | Principal Deputy Principal Pedagogical Leaders Members |

School Summary

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.

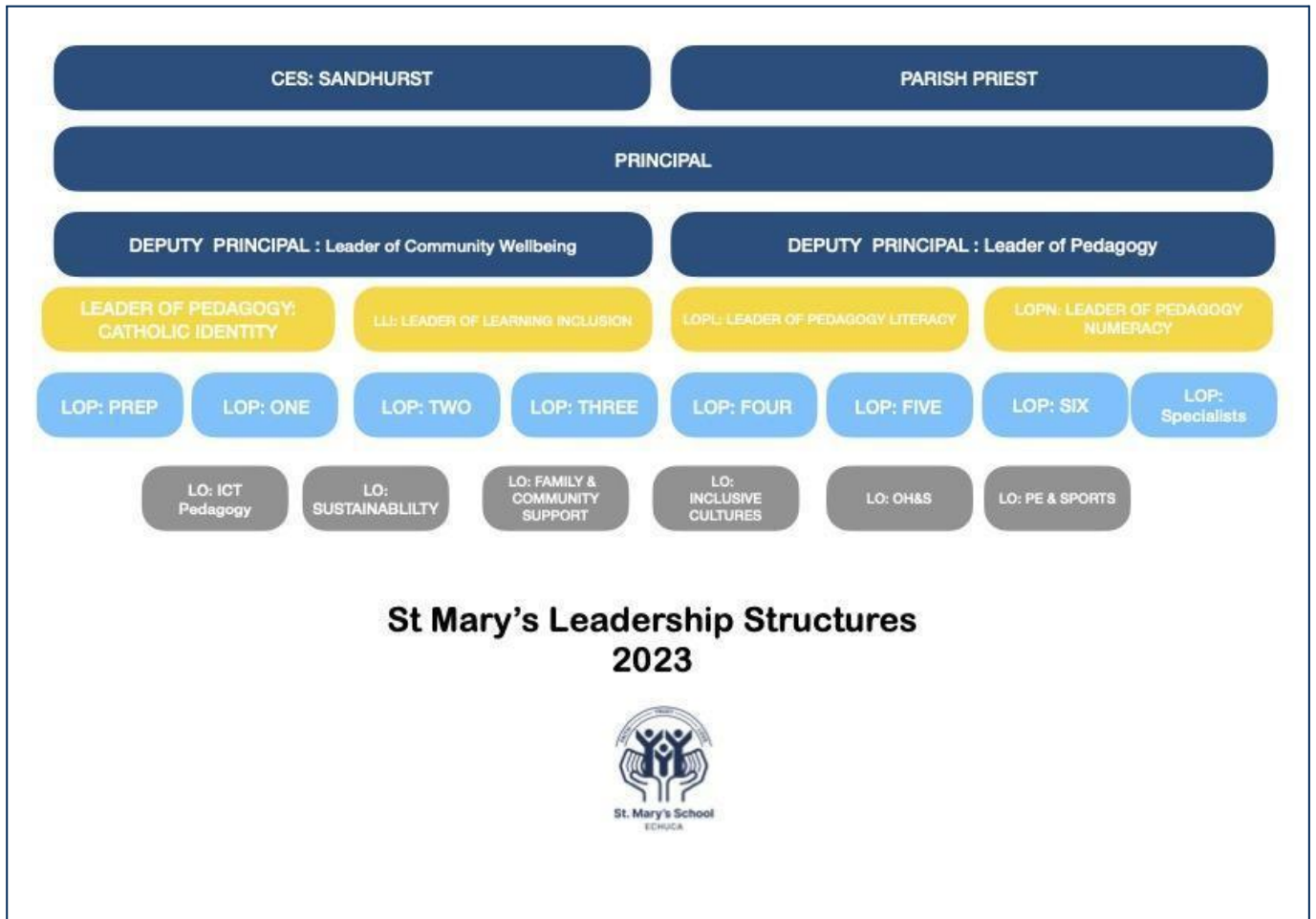
Position Summary

The undertaking of the Physical Education Leader is an opportunity for educators to gain insights and professional learning into effective leadership within a Catholic School.

Responsible to the Principal through the Deputy Principal, the Leader of Sport and PE leads and manages the development of high quality programs in Sport and PE which foster exceptional achievements and outcomes for students. The leader will lead, develop and manage the schools full participation in internal and external sporting competitions and facilitate student participation in local, State and regional competitions. The leader of Sport and PE will develop, lead and

communicate about the Sport and PE programs, policies and procedures so that they foster the full and balanced development of each child in a catholic environment that nurtures the vision and graduate outcomes of the school.

St Mary's 2023 Leadership Structure



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 advisory councils, systems (where applicable), parents and community.

Responsibilities

Safety

- 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
- Ensure relevant risk assessments, child safe requirements and documentation is completed by the team organising events and excursions

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of the cultural safety of children from culturally and or linguistically diverse backgrounds
- Demonstrated understanding of legal obligations relating to child safety including mandatory reporting

Leading Learning & Teaching

- Commit and support whole school goals and improvement
- Support leaders with the accountability of members within teams of agreed whole school practice and principles
- Collaborate with teachers to assess and use evidence-based practices to improve student performance
- Understanding current research and curriculum initiative to enhance best practice in Sport and PE
- An understanding of coaching approaches and a willingness to participate in further learning.
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress, reflection and improvement discussions
- Support leaders with the co ordination of PLC's & PLT's which focus on continuous staff and student improvement specific to the curriculum area
- Provide staff with guidance and resources of integrated sport to provide opportunity for students to pratcice PE skills and capabilities
- Prudent management of the budget and ordering of resources. This may include but is not limited to equipment and consumables, camps, excursions and incursions, subscriptions, promotional activities, association competitions or assessments, teacher resources, relevant professional learning, and student resources eg. sports equipment

| | |
|--|--|
| 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 ● Lead the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing. ● Exercise pastoral care in a manner which reflects school values ● Drive strategies which promote a healthy and positive learning environment ● Attend all school activities, assemblies and liturgical celebrations as required |
| School Management | <ul style="list-style-type: none"> ● Adhere and model the agreed practice and use of key documents; planning documents, expectations, use of meeting agendas and minutes, referral processes to ensure consistency across the school ● Communicate and collaborate key information between leadership and team members to support the collegial, whole school practice and approach ● Contribute to the calendar, assemblies and newsletters each term inclusive of key dates and events relevant to this curriculum area ● Proof read and compose key information and documents that are shared with families and guardians ● Lead and facilitate physical education events and organisation for year level teams ● Liaise with staff and administration in support of documentation, bookings and travel for Sport & PE events and learning ● Support CRT staff replacing and team members ● Ensure staff members are collectively responsible for shared areas and use of resources; Sport & PE Resources and equipment |
| Leading Continuous Improvement | <ul style="list-style-type: none"> ● Attend professional meetings prepared, informed and ready to contribute ● Facilitate, establish and commit to team visions and norms and be reflective regularly ● Ensure that the policy and procedures regarding Sport & PE and whole school expectations are met ● Commit to reflect, adjust and learn leadership skills and capabilities to develop self within the role |
| Co-Curricular & Community Involvement | <ul style="list-style-type: none"> ● Demonstrated ability to establish and maintain effective interpersonal relationships with a wide range of people and groups ● Liaise with both internal and external stakeholders including Principal, Deputy Principal, classroom teachers, Administration staff, relevant equipment suppliers, and external agencies including but not |

| | |
|---|--|
| | <p>limited to regional school sports and local sporting facilities including School Sport Victoria (SSV) inclusive of Victorian Primary Schools Sports Association</p> <ul style="list-style-type: none"> ● Proven ability to successfully lead and motivate a team providing direction and positive leadership ● Implement communication strategies that ensure the timely and appropriate communication of information between the School, families and students ● Promote and strive for positive relationships between all members of our community ● Advertise events and celebrations specific to Sport & PE ● Lead and support staff on expectation and participation of school events, assemblies, liturgies and celebrations |
| <p>Support for your Role</p> | <ul style="list-style-type: none"> ● Principal & Deputy Principal ● Leadership Team ● Administration Staff ● Catholic Education Staff Sandhurst |
| <p>General and Administrative Duties</p> | <ul style="list-style-type: none"> ● Support new staff / team members and connect to key roles and responsibilities as needed ● Support leadership with the induction of new staff ● Support leadership with the induction and supervision of volunteers ● 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 |

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.

Key communication contacts

| Internal | External |
|---|---|
| Principal Deputy Principal Pedagogical Curriculum Leaders Team Members Students | Parents / Guardians Visitors to the School Volunteers District Sports Associations |

Authorised By

| Name | | Position | |
|------------------|--|-----------------|--|
| Signature | | Date | |