

Director of Senior Studies Role Description

Catholic College Sale, in the Marist and Sion traditions, fosters a Catholic and Mission focused environment that encourages all learners to strive for excellence and to grow in their potential. In this context teacher leaders strive to provide technical, human, educational, symbolic and cultural leadership, which is student centred and which facilitates the development of each student's potential in an environment of trust, excellence and best practice.

Teacher leaders commit to building a reflective, collaborative and cooperative culture which engages the hearts and minds of every student every day. As a leader within the Catholic College Sale community we believe that effective learning in our Catholic context is built on engagement, growth and excellence, always centred on the whole person.

The Director of Senior Studies has oversight of Years 10-12 student learning and pathways. The Director of Senior Studies is appointed by the Principal and is responsible to the Principal and Deputy Principals. He/she works collaboratively with key leaders to provide the best VCE/VET/VCAL outcomes for each student.

The Director of Senior Studies will, in partnership with the College Leadership Team, lead the development of a College culture that provides for the spiritual, intellectual, emotional and physical growth of each student and:

- Commits to Catholic College Sale Strategic Directions
- Endorses a leadership culture of respect, collaboration and continuous improvement.
- Promotes wellbeing through learning.
- Strives for continual improvement for all, through personal, professional and leadership goals that commit to the processes of student growth and development.
- Is welcoming of change and innovation.
- Supports best practice in student learning and wellbeing.
- Endorses a school spirit and identity that builds student connectedness and sense of their own gifts and pathways.
- Facilitates the implementation of holistic learning practices for students and teachers.
- Facilitates the development of a learning culture that is flexible, adaptable, learner-centred and focused on the individual student growth.
- Engages in ongoing professional learning that will promote a culture that supports a learning environment where students are challenged and engaged.
- Builds positive and ongoing relationships and partnerships with parents/carers.

Team Structure:

The Director of Senior Studies operates within the College Leadership Team, and works collaboratively with the Director of Engagement Years 10-12, VCAL Leader, Pathways Leader and Middle Leaders as appropriate, across the College.

Specific Responsibilities:

The Director of Senior Studies will provide leadership, communication and coordination of appropriate strategies, pathways and programs to maximise senior student learning and pathways.

The Director of Senior Studies will lead and collaborate with the Director of Engagement Years 10-12, VCAL Leader, Pathways Leader, House and Learning Leaders and others as appropriate to ensure the effective and compliant external learning outcomes for every senior student.

The Director of Senior Studies is responsible for:

- Using data, educational research and feedback effectively to inform and improve learning and teaching practice; analyse the learning growth of students using data to ensure students achieve their full potential.
- Providing support to Years 10, 11 and 12 teachers to promote reflective practice in a supportive and growth environment.

- Developing a comprehensive understanding of the requirements of the VCE, VCE/VET and VET programs and communicates this to teachers, parents/carers and students; have oversight and provide support for VCAL administration.
- Assists the Principal and Assistant Principal – Learning and Teaching in the interpretation of VASS data for the purposeful improvement of learning and teaching programs within the College.
- Collaborates with the Learning Area Leaders to interpret data for the improvement of learning and teaching outcomes for students.
- Support staff in conducting assessment tasks to VCAA standards.
- Collaborate with staff in dealing with students ‘at risk’ and/or experiencing academic difficulties.
- Provide informed advice to assist students in maximising their respective pathways potential.
- Maintain records of all learning conversations with students and teachers.
- Manage and update the School Assessed Coursework (SAC) calendar for the College website.
- Manage RTO correspondence with the College in regards to all VET and VCE/VET offerings including maintaining the status of the College as a VET provider now and in the future.
- Be a member of the Learning Development Team (LDT) and professional learning as required.
- Support the development of course information and the process of subject selection including assisting with the organisation of the Annual College Pathways Expo at Years 10, 11 and 12.
- Assist in chairing Year Level meetings to facilitate the development of a consistent approach to teaching practices in all VCE subjects.
- Oversee the Curriculum Assistant who will:
 - a) Ensure compliance with all VCAA regulations including enrolment, entry of courses, requests for credit, applications for change in enrolment, withdrawal of students, teacher details and student results, audit requests and distance education;
 - b) Communicate VCAA requirements in relation to the VCE and VET to staff;
 - c) Maintain appropriate records in regards to VCAA requirements;
 - d) Coordinate the entry of VASS data at the relevant year levels;
 - e) Audit and manage the examination process - at appropriate year levels.
- Other duties as requested by the Principal from time to time.

Professional Responsibilities and Accountability:

The role of the Director of Senior Studies at Catholic College Sale is expected to:

- Reflect and nurture the Vision of the College in the course of their work
- Commit to and provide Christian leadership through vision, service and example.
- Energise staff, students and parents through the development of quality relationships and the fostering of community.
- Promote a culture of ongoing improvement.
- Ensure all leadership decisions are implemented in a professional and equitable manner.
- Ensure the role is carried out in a responsible and ethical manner.
- Present consistently and effectively as a role model for others.
- Ensures ongoing familiarity and commitment to College and Diocesan Polices.
- Ensures exemplary commitment to all Child Safe Polices and Protocols.

Classification:

POL: 4

Time Allowance: 12 periods per cycle

Tenure: 2021-2023

Review: 2021

Please note: this role description will remain draft for 2021 to ensure the clarity of role and purpose moving forward. All POLs are appointed for a period of 3 years, with a formative leadership review undertaken at the end of Year 1 of the appointment.