



ROLE DESCRIPTION

Leader of Learning Resources

ACCOUNTABLE TO: Vice Principal
ROLE DEVELOPED: November 2019

Role Outline

The Leader of Learning Resources shares responsibility for the Catholic identity of the College and spiritual and faith leadership within the College Community, inspired by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. In so doing, The Leader of Learning Resources gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church, and accordingly shares leadership for taking forward the mission, ethos and educational goals of Newman College.

The Leader of Learning Resources is a member of the College's Learning and Staff Development Team and carries the primary responsibility for the ongoing development, programming, implementation and supervision of the library resources and the quality of teaching and learning that is provided for each student.

The Leader of Learning Resources works across the College Year 7 to Year 12 assisting the Vice Principal and Leader of Pedagogy in the development and supervision of the College's overall systematic curriculum delivery and all matters related to the leadership. In particular, the Leader of Learning Resources has responsibility for:

- Literacy Support Teacher
- Library Technician
- Library Services
- Homework Club
- Planning Transition to the Learning Hubs

Teaching and learning at Newman College is informed by the College Vision for Learning, the Australian Professional Standards for Teachers, the National School Improvement Tool and the CEWA 'Quality Catholic Schooling' framework.

In being both proactive and responsive to changes in the College's operating environment the Principal may, from time to time, require the performance of other duties.

Key Accountabilities

1. Key Accountability One – Contributing to the Catholic Identity and Mission of the College

The Leader of Learning Resources contributes actively to the development of the Catholic identity and the educational mission of the College, actively promoting the Gospel message of Jesus and Catholic values.

- 1.1. Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and the broader community in the mission of Newman College as a Catholic school.

- 1.2. Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- 1.3. Works with the Leader Mission and Catholic Identity in supporting the prayer and sacramental and liturgical life of the College at meetings and assemblies and liaises and collaborates with the Marist Ministry Team.
- 1.4. Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching and the Groome (1998) Praxis Model of See, Judge and Act.
- 1.5. Seeks or maintains Accreditation to Teach Religious Education consistent with Catholic Education Commission Western Australia (CECWA) policy.
- 1.6. Supports and contributes to the development of the Marist Association of Saint Marcellin Champagnat in Western Australia.
- 1.7. Uses best practice approaches to embed the College Vision for Learning and its guiding principles in Faculty team meetings, teaching programs and professional learning opportunities.
- 1.8. Ensures that curriculum programs, policies and procedures reflect social justice principles and practices.
- 1.9. Works collaboratively with colleagues and sustains a team approach to providing resources, services and support which ensure that curriculum provision is coordinated, efficient and responsive.

2. Key Accountability Two – Leader of Learning Resources

The Leader of Learning Resources is responsible for building the capacity of the team to lead contemporary learning and teaching. Leading learning at Newman College requires a commitment to learning at every level, facilitating the enhancement of student achievement and wellbeing, and increasing staff and student engagement in their own learning and faith formation. Learning is always the prime focus.

- 2.1. Works in partnership with the Leader of Pedagogy in developing each member of the Resources Team in regard to school improvement initiatives consistent with the principles of the College Vision for Learning.
- 2.2. In collaboration with the Leader of Pedagogy and Leader of Learning Diversity Education develop a Critical Literacy Framework to support student achievement in, but not withstanding, NAPLAN, WACE and school-based assessment.
- 2.3. Identify the language demands of classroom teaching and learning programs during collaborative planning and assist teachers in the development of explicit and differentiated programs to support conceptual and linguistic development.
- 2.4. Works with the Literacy Support Teachers and Library Technician to develop and generate a resource for senior students that will provide guidelines and strategies for examination success.
- 2.5. Promotes the adoption of deep learning, high educational standards and the pursuit of excellence in the College Community.
- 2.6. Manages and monitors student performance, attendance and attitudinal data, educational needs and learning pathways.
- 2.7. Oversees teacher assessment and reporting practices to ensure that reporting on student achievement is consistent with the College Vision for Learning, meets the needs of all stakeholders and complies with SCSA and Australian Government requirements.
- 2.8. Actively contributes to the maintenance of a performance culture of continual improvement across the Resources Team through regular monitoring of student progress and academic standards, overseeing follow-up by class and specialist teachers and informed systematic analysis and use of student achievement data against standards.

- 2.9. In partnership with the Vice Principal and Deputy Principal Wellbeing Secondary ensures the faithful programming and delivery of course offerings and viability, and alternative delivery modes.

3. Key Accountability Three – Develop Self and Others

The Leader of Learning Resources is committed to, and responsible for, building the capacity of the team to lead contemporary learning and teaching in safe and growth-promoting learning environments.

- 3.1. Uses a range of strategies that develops the capacity of self and others to engage in the implementation of the College Vision for Learning across all faculties.
- 3.2. Works in collaboration with the Vice Principal and other middle leaders to implement priorities for professional learning contained in the College Annual Implementation Plan.
- 3.3. Maintains a Professional Growth Plan that includes strategies for skilling in the various accountabilities of the role description and supports professional development goals and career path planning.
- 3.4. Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform, monitor and report on the development and implementation of quality pedagogy within the Faculty.

4. Key Accountability Four - Leader of Strategic Thinking, Improvement, Innovation and Change

The Leader of Learning Resources manages the Resources Team to meet everchanging needs of staff and students.

- 4.1. Drives improvement in the capacity of the Resources Team to generate new ideas, think and plan strategically and create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students.
- 4.2. Assists the Senior Leadership Team in the development of the new Learning Hub.
- 4.3. Assists the Leader of Pedagogy to deepen the capacity across staff for strategic thinking, innovation and change management through professional learning opportunities.
- 4.4. Works strategically by distributing leadership to support effective improvement and change.
- 4.5. Develops a shared understanding of innovation and developmental change processes as they apply to teaching and learning.
- 4.6. Develops partnerships with tertiary institutions and industry for curricula development and student engagement.
- 4.7. Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College Annual Improvement Plan and Annual Report.
- 4.8. Liaise with the Primary (PK – 6) Teacher Librarian to ensure a cohesive, systematic approach to the delivery of library services.

5. Key Accountability Five – Leading the Management of the College

The Leader of Learning Resources exercises an astute understanding of change processes and appropriate stewardship of the College's resources. Effective management of the Resources Faculty is central to realising the College Vision for Learning. The Leader of Learning Resources is multi-faceted, having a clear sense of mission, and possessing sound organisational, consensus and team-building skills, an understanding of workplace conflict and values good order, effective communication and quality professional relationships.

- 5.1. Leads the Resources Team in the facilitation and delivery of learning and support in the Siena Learning Centre.
- 5.2. Develops and leads the Homework Club initiative including the implementation of master classes and other projects as needed.

- 5.3. Assist the Leader of Pedagogy in the implementation of a whole school approach to literacy.
- 5.4. Contributes to the ongoing development of eLearning initiatives within the Resources Team.
- 5.5. Facilitates regular Team meetings and participates in the College budget process to ensure that the Faculty needs are appropriately represented, and that the Faculty budget allows for appropriate upgrading of resources.
- 5.6. The Leader of Learning Resources supervises the work of ancillary staff working in the Learning Hub where appropriate and works with Faculty staff to ensure that workplace health and safety requirements and practices are met.
- 5.7. Exercises good stewardship of College resources.
- 5.8. Serves on nominated committees and working parties.

6. Key Accountability Six – Engaging and Working with the Community

The Leader of Learning Resources contributes to the development and maintenance of a College culture characterised by the safety of all and the collaboration, consultation and engagement within and external to the College Community.

- 6.1 Develops and maintains structures and strategies for effective liaison, consultation, collaboration and partnership with parents with a focus on student achievement, wellbeing, safety and resilience.
- 6.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face.
- 6.3 Contributes to the development of a College environment that is welcoming, hospitable, life giving and just.
- 6.4 Contributes to collaborative processes that build relationships and promote shared commitment, partnership and a sense of achievement.