

WMYC and WSSC Position Description

Job Title	Data		
Line Manager	Campus Principals	Year	2018

Purpose of Position

In addition to the professional standards expected of a Leading Teacher, to work closely with the Principal Class as part of the senior management team to provide general leadership within the school. To implement and manage innovative data analysis to inform teaching and learning practices, consistent with school goals and DET initiatives. To ensure that relevant processes contribute to the school's learning culture and improve the performance of staff and outcomes for students.

Objectives

- To promote and grow the use of data across all areas in both Colleges
- To provide leadership of innovative data collection and analysis to ensure achievement of whole school and individual student outcomes
- To provide professional development of staff in the area of data collection and analysis
- To work as part of a team to ensure that all staff in designated areas have the relevant data to monitor progress against school goals
- To ensure that appropriate training and development resources are used efficiently and effectively
- To ensure all facets of the Strategic Plan and AIP are met

Major Areas of Responsibility

- Visible Leadership
- Contributing to the effective implementation of the staff performance review, VIT mentoring and induction processes
- Contributing to the deliberations and decision-making of the Teaching and Learning Team and in general, the school's leadership through the use of effective data analysis
- Providing leadership in the provision of professional development as related to data collection and analysis
- Reviewing and continuously improving the effectiveness of the school's innovations in the area of data collection and analysis

Key Tasks

Visible Leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process

- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Contributing to the deliberations and decision-making of the Teaching and Learning Team and in general, the school's leadership through the use of effective data analysis

- Contribute to leadership meetings as appropriate and deputise for members of the principal class as required
- Play an active part in the positive promotion of the schools, involving parents of students and/or the community in school activities. Promote the activities of staff / students within meetings, the school newsletter and local media. Be a leader and promoter of the school in the community
- Lead staff in the production, collection, analysis and interpretation of relevant data for DET reports
- Evaluate and make recommendations to the relevant bodies in regard to School policy, procedures and programs

Providing leadership in the provision of professional development as related to data collection and analysis

- Develop a culture of using data to support improvements in teaching and learning. This includes the use of: diagnostic, formative and summative assessment
- Model innovative data production, collection and analysis
- Support and coach staff in the areas of data production, collection and analysis
- Support and advise other managers in their data production, collection and analysis strategies
- Ensure that relevant Data is collected, analysed and used by all staff to differentiate teaching and learning practice and to inform improvement initiatives

Reviewing and continuously improving the effectiveness of the school's innovations in the area of data collection and analysis

- Regularly monitor and track 7 to 12 data collection to identify areas of need
- Investigate possible intervention strategies to address identified areas of need
- Present data findings to teams within both Colleges and support staff to understand areas of need and possible intervention strategies
- Evaluate curriculum initiatives using data and make recommendations to improve the school's curriculum processes as appropriate. Report to the Leadership team and Education/Curriculum Committee the costs and benefits of specific curriculum programs
- Promote the monitoring and assessment of staff learning and performance in relation to data analysis, ensuring that such activities are used to steer development and enhance performance (leading to improved student learning outcomes)
- Identify and analyse relevant whole school data to inform improvements in pedagogy and measure trends in student learning
- Evaluate and seek to improve own practice