

WMYC and WSSC Position Description

Job Title	FFFCS		
Line Manager	Campus Principal WMYC	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 teaching and learning practices and oversee student management at the FFFCS, 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 FFFCS outcomes for students.

Objectives

- To ensure Wodonga Senior Secondary College and Wodonga Middle Years College has engaging and innovative curriculum that maximises student outcomes in line with the AIP and SSP
- To promote and grow teaching and learning particularly at the FFFCS across all curriculum areas
- To provide leadership of innovative curriculum practice that enhances teaching and learning at the FFFCS
- To provide professional development of staff at the FFFCS
- To work as part of a team to ensure that all staff in designated areas have opportunities to gain the skills and attributes needed for the school to achieve its goals
- To ensure that appropriate training and development resources are used efficiently and effectively
- To ensure all facets of the Strategic Plan and AIP in the teaching and learning area 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.
- Planning and implementation of specific FFFCS programs, consistent with school AIP goals
- Providing leadership in the provision of professional development as related to teaching practice and curriculum
- Securing provision of resources for innovative programs at the FFFCS
- Reviewing and continuously improving the effectiveness of the school's innovations in teaching and learning
- Strategic direction for student management and welfare within the FFFCS
- FFFCS management

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.

- Lead the FFFCS and attend and contribute effectively to the Teaching and Learning Team and Education Committee.
- 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
- Contribute to the production, collection, analysis and interpretation of relevant data for the School Annual Report
- Evaluate and make recommendations to the relevant bodies in regard to School policy and procedures

Planning and implementation of specific FFFCS programs, consistent with school AIP goals

- Manage FFFCS curriculum innovation, consistent with College strategic goals.
- Promote and expand the curricula and co-curricula programs in the College and ensure they are documented in accordance with the LMS style guide on the LMS and on D2L
- Ensure all staff and students use the LMS and D2L and other learning technologies routinely in their classes and via anywhere anytime access.
- Ensure that relevant Data is collected, analysed and used by all staff to differentiate teaching and learning practice and to inform improvement initiatives.
- Identify future curriculum innovation(s) in FFFCS and develop plans for their implementation
- Formalise links with universities, TAFEs and other community organisations
- Identify and implement school training and development needs in the area of improved and innovative teaching and learning
- Determine resource needs, and allocate and manage resources in accordance with school policy and practice including ES staff management where appropriate
- Design and or secure training/development programs in accordance with effective learning principles and assist others in the task

Providing leadership in the provision of professional development as related to teaching practice and curriculum

- Develop a staff PD plan in relation to teaching and learning improvement at the FFFCS
- Model innovative teaching and learning practice
- Support and coach staff in the areas of teaching and learning improvement and innovation
- Support and advise other managers in their delivery of innovative teaching and learning

Securing provision of resources for innovative programs at the FFFCS

- Seek funding from external sources for teaching and learning programs
- Monitor resource expenditure as appropriate in the area of teaching and learning innovation

Reviewing and continuously improving the effectiveness of the school's innovations in teaching and learning

- Evaluate FFFCS initiatives using data and make recommendation 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 FFFCS, ensuring that such activities are used to steer development and enhance performance (leading to improved student learning outcomes)
- Evaluate and seek to improve own practice

Strategic direction for student management and welfare within the FFFCS

- Develop in students and parents the culture and the ethos of our school as it is articulated in the strategic plan
- Contribute to the development and implementation of school strategic priorities and goals and be responsible for the collection, analysis and interpretation of relevant data for the school's Annual Report.
- Establish a vision and development plans for student pathways management and welfare that set clear goals and targets
- Use a continuous improvement approach to monitor the effects of development plans and review and refine policy and procedures for student pathways management and welfare

FFFCS management

- Carry out the administrative tasks required in the management of a House, such as enrolment and induction, student handbooks, student electives, class groupings, etc., to ensure the needs of students are being met
- Counsel students as needed, utilising external resources when required; liaise with parents, the wellbeing team and the Principal Class.
- Organise camps, excursions, special programs and extra-curricular activities as appropriate to the identified needs
- Promote student participation in activities in forums such as assemblies, the school newsletter and local media
- Prepare funding submissions and manage the disbursement of funds from appropriate budgetary sources.
- Delegate for the Campus and Assistant Principals and carry out other duties as required
- Communicate College policies/procedures, expectations, student achievement and events to parents on a regular basis