

WMYC and WSSC Position Description

Job Title	LT Student Engagement		
Line Manager	Assistant Principal School Pride	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 student engagement practices, consistent with school goals and Department initiatives. To ensure that relevant processes contribute to students' connectedness to and engagement with school and improve the performance of staff and outcomes for students. To oversee the development of structures and facilitate the House Leaders to implement the CARE/Graduate Program that promotes student engagement and achievement of the Picture the Graduate Descriptors.

Objectives

- To ensure both Wodonga Middle Years and Senior Secondary Colleges have innovative student engagement practices that maximises student outcomes and student voice within the college
- To provide leadership of innovative student engagement practice that enhances teaching & learning, and student wellbeing and academic outcomes
- To provide professional development of staff in the area student engagement in their classes
- To lead the staff in identifying and participating in opportunities to gain the skills and attributes needed for the school to promote its Picture the Graduate outcomes and provide opportunities for students to gain them.
- To ensure that well documented resources are made available on the D2L and LMS to guide staff in delivering the program.
- To foster student citizenship and leadership and encourage student participation in school/community activities
- To establish a high functioning Student Leadership Council at both colleges
- To ensure parents and the wider community are well-informed about school activities and achievements of students
- To ensure DET initiatives (e.g. respectful relationships) are incorporated into both the CARE and Graduate Program curriculums

Major Areas of Responsibility

- Visible Leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Contributing to the deliberations and decision-making of the Transitions and Pathways Team and in general, the school's leadership teams
- Planning, documentation and implementation of specific student engagement and personal development programs, consistent with school goals (student leadership, CARE, Graduate Program, leadership opportunities etc.)
- Providing leadership in the provision of professional development as related to student engagement practice
- Securing provision of resources for innovative programs
- Reviewing and continuously improving the effectiveness of the school's innovations in the area of student engagement and personal development.
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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 Transitions and Pathways Team and in general, the school's leadership teams

- Attend the Pathways and Transitions Team meetings as appropriate
- 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 school, 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
- In consultation with Assistant Principal School Pride, establish a vision and development plan for programs that foster student voice, engagement and personal development.
- Ensure compliance with DET and community regulations in relation to student leadership and engagement activities.

Planning, documentation and implementation of specific student engagement and personal development programs, consistent with school goals (student leadership, CARE, Graduate Program, leadership opportunities etc.)

- Manage an area of innovation, consistent with school goals. (i.e. Student Engagement)
 - a. Improved student voice in the curriculum (e.g. staff feedback surveys)
 - b. Improved retention of students
 - c. Improved attendance of students
 - d. High numbers of students completing Impact Projects (WSSC)
 - e. High numbers of students meeting the Picture the Graduate indicators
- Identify future engagement innovation(s) and develop plans for their implementation
- Identify school training and development needs in the area of student engagement
- Determine resource needs and allocate resources in accordance with school policy and practice

- Ensure a well-documented and effectively resourced program is provided via D2L and LMS
- Design and or secure training/development programs in accordance with effective student engagement practices and assist others in the task
- Manage the student leadership groups at both colleges and student voice activities
 - a. Coordinate and support the activities of an effective student leadership group
 - b. Promote student activities that develop citizenship and leadership qualities
 - c. Coordinate the provision of lunchtime activities
 - d. Publicise student participation in activities, using forums such as assemblies, the newsletter and local media

Providing leadership in the provision of professional development as related to student engagement practice. Develop staff PD in relation to student engagement innovation and implementation of the CARE and Graduate Program

- Model innovative student engagement practices in your roles (retention, attendance, student outcomes, participation, leadership)
- Support staff in the areas of student engagement innovation
- Support and advise other managers in their delivery of innovative student engagement practices
- Be involved or lead aspects of the induction program for new teachers and those returning from leave and participate in aspects of the teaching practice of student teachers

Securing provision of resources for innovative programs

- Seek funding from external sources for student engagement programs
- Monitor resource expenditure as appropriate in the area of student engagement innovation

Reviewing and continuously improving the effectiveness of the school's innovations in the area of student engagement and personal development

- Evaluate student engagement initiatives and make recommendation to improve the school's engagement processes as appropriate. Report to the Executive team and School Council the costs and benefits of specific student engagement programs
- Promote the monitoring and assessment of staff learning and performance in relation to student engagement, ensuring that such activities are used to steer development and enhance performance (leading to improved student learning outcomes and Picture the Graduate competencies)
- Evaluate and seek to improve own practice