

## WMYC and WSSC Position Description

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|---------------------|-------------------------------------|-------------|------|
| <b>Job Title</b>    | LT VCAL WSSC                        |             |      |
| <b>Line Manager</b> | Assistant Principal Curriculum WSSC | <b>Year</b> | 2018 |

### Purpose of Position

To work in liaison with the Assistant Principal Pathways, relevant Pathways personnel, KLA coordinators and VCAL staff to develop the VCAL programs at Wodonga Senior Secondary College

### Objectives

- To ensure that the VCAL units and programs are developed and approved via QA
- To ensure that the VCAL offering is innovative and engaging
- To create a VCAL Learning Culture and program that is flexible and inclusive
- To create a VCAL program that works in partnership with other schools and providers (e.g. NELLEN)
- To educate students and parents in relation to the VCAL and its potential in meeting student needs

### Major Areas of Responsibility

- Visible Leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Development of the VCAL units
- Development of links with appropriate organisations and providers to support the VCAL
- Development of systems of monitoring and assessing the VCAL Program
- Development of specific VCAL programs for students electing the certificate
- To keep records of all VCAL developments and programs
- Publishing and promoting information of potential use/interest to students, parents and community
- Lead the VCAL Learning Culture team in the effective integration of student management within a teaching and learning environment

### 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

#### **Development of the VCAL units**

- Become familiar with the nature of VCAL and innovative methods of delivery
- Work with AP Curriculum and House Leaders to ensure effective organisation and delivery of all VCAL programs
- Oversee design of flexible units catering for all VCAL levels
- Liaise with curriculum areas where appropriate to ensure consistency of understanding and approach

#### **Development of links with appropriate organisations and providers to support the VCAL**

- Maintain contact with the regional VCAL organiser to ensure appropriate program development and consultation with other key organisations and providers
- Develop personal links with other community agencies to support VCAL programs
- Attend VCAL network meetings and Professional Development and identify priorities for improvement
- Liaise with Wodonga Institute of TAFE, the SWL coordinator or other providers as appropriate

#### **Development of systems of monitoring and assessing the VCAL Program**

- Develop documentation that addresses the specified strand outcomes for VCAL units and related units
- Document VCAL programs on the Learning Management System
- Liaise with VASS operator in regard to the recording of student courses and assessment

#### **Development of specific VCAL programs for students electing the certificate**

- In negotiation with students and within the parameters of the VCAL, design individual programs
- Document negotiated student programs and associated assessment processes
- Liaise with other providers where relevant in the placement and design of programs
- Work closely with the Careers coordinator and House Leaders in the development of programs for individual students
- Maintain a dialogue with the House Leaders in the development of programs
- Promote VCAL as a legitimate pathway for students in the college

#### **To keep records of all VCAL developments and programs**

- Ensure that all required documentation is completed

#### **Publishing and promoting information of potential use/interest to students, parents and community**

- Newsletter and Facebook items
- Assist with presentations to students and parents at forums such as assemblies and information nights
- Promote VCAL in the school and wider community
- Provide forums and opportunities to showcase VCAL students and their achievements

#### **Lead the VCAL Learning Culture team in the effective integration of student management within a teaching and learning environment**

- Implement the College teaching and learning programs
- Use SiMs to maintain knowledge of student management issues arising in the LCA
- Act appropriately to management issues that arise by responding to both staff and students

- Develop a Learning Culture team approach to the integration of student management and teaching and learning in the classroom
- Liaise with House Leaders in team approach to wider student management issues
- Contribute effectively to the curriculum team in achieving College goals and targets