



VCE Leader

Preamble

The VCE Leader is responsible for providing program and curriculum leadership for VCE. The VCE Leader will work in conjunction with relevant Year Level Leaders, Learning Area Leaders and Deputy Principals in developing programs and policies for students at the VCE level.

General Responsibilities

The focus of the role is the delivery of quality teaching and learning to St Joseph's College students. The VCE Leader will work with other leaders in providing leadership in the following dimensions:

- Program and policy development within a Year Level.
- Teacher support and development.
- Student Academic Performance.
- Assessment, moderation and reporting including supporting the implementation of the Assessment and Reporting Policy.

The VCE Leader supports the implementation and management of the Victorian Certificate of Education (VCE) at St Joseph's College. The VCE Leader has a particular responsibility for supporting the programs and policies and the other functions will form specific aspects of assigned roles. Such leadership needs to be informed by a contemporary vision of Catholic education in the Salesian context which is Gospel based, student centred, inclusive and holistic, and informed by the Preventive System. The VCE Leader will communicate this vision and, in consultation with the Deputy Principals, Learning Area Leaders, Level Leaders and all teachers at the VCE level, determine policies, procedures, planning and implementation strategies in relation to curriculum, pedagogy, assessment, reporting, professional learning, resources and facilities provision.

Qualities

The VCE Leader is required:

1. To have a comprehensive knowledge of Teaching and Learning and current developments in learning and teaching pedagogy.
2. To lead a team of teachers to achieve the desired educational outcomes.
3. To be a highly effective teacher who is able to model best practice and assist teachers to develop their pedagogy.

Duties

In conjunction with Deputy Principal (10-12), Director of Students, other leaders and support personnel:

- Work closely with the Deputy Principal (10-12), Directors, Year Level Leaders and the Learning Area Leaders in areas of the VCE curriculum and assessment guidelines.
- Assist with the development of the annual calendar of procedures and to ensure that deadlines are met for the program.
- Help prepare VCE documentation relevant leaders, staff, students and parents.
- Coordinate VCE assessment and reporting:
 - To assist with the implementation of practice VCE examinations at appropriate times throughout the year.
 - Attend VCAA Training Days.
 - To liaise with Chief Examinations Supervisor (CS) to ensure the administration of the examinations meets VCAA requirements.
 - To provide information to CS regarding student attendance at VCAA examinations.
 - To liaise with CS, Directors, Year Level Leaders and Year Level Learning Leaders regarding special provision arrangements. Includes special provisions for school-based assessments, special exam arrangements and derived exam score applications,
- Liaise with students, parents, Year Level Leaders, Year Level Learning Leaders, Pathways Leader in relation to subject choices and changes.
- Collaborate with the Deputy Principal (10-12) and other leaders in approving VCE students' change of subjects.
- Authorise extensions of deadlines for students' internal assessment and oversee the rescheduling of these tasks as required.
- Assist with the distribution of students' results in December.
- Assist students on tertiary course selection and support student applications to tertiary institutions and other bodies in conjunction with the Pathways Leader.
- Attend various functions associated with the VCE.
- Maintain a library of current VCE resources.
- Initiate and encourage teaching staff to be involved in ongoing professional development relevant to the VCE.
- Assist with the organisation of information evenings for students and parents in association with other appropriate staff.

Communication/Administration

- Possess a thorough understanding of the policies and procedures of VCAA.
- Ensure all students are correctly enrolled in the VCE and with the VCAA in collaboration with the VASS administrator.
- Establish and publish SAC dates, examination dates and other important VCE dates.
- Communicate with students, Year Level Leaders, teachers and parents regarding potential breaches of rules.
- Assist with the analysis of VCE data including involvement with the individual meetings with VCE teachers.
- Provide information about VCE programs to Year Level Leaders, staff, students and parents.
- Liaise with the Director of Learning Enhancement and Year Level Leaders to ensure all requirements are met for students with special needs.
- Liaise with the VASS administrator to ensure all requirements are met for students' VCE enrolments and requirements
- Liaise with Director of Students and other leaders about any concerns about individual student's progress and that any decisions are made holistically.
- Meet regularly with relevant staff about individual student's progress.
- Liaise with the VCAA and other official bodies related to provision of the VCE.
- Apply to the VCAA for special provision for relevant students in collaboration with the Director of Learning Enhancement.

Leadership

- Establish goals which are consistent with the Strategic Direction of the College.
- Together with the Year Level Leaders, assist the Deputy Principals with the learning and teaching leadership of the school.
- Conduct VCE Meetings in partnership with the Year Level Leaders.
- Meet regularly with the Sub School Team.
- Provide assistance and support to VCE teachers.

Student Academic Performance

- Establish a process involving the homeroom teachers, for mentoring students in the Year Level that have difficulty with time management and completion of homework.
- Analyse student progress and identify students in need of support or enhancement and report these to the Sub School Team.
- In consultation with Sub School, identify students at risk.
- In consultation with the Sub School Team ensure that parents of students at risk are informed and provided with the opportunity for dialogue.

Program and Policy Development

- Under the direction of the Learning Area Leaders, facilitate the writing of Course Documentation for Discipline Based Learning, based on the relevant study design or standards, which reflect the needs of St Joseph's students, including those who require enrichment and remediation at the relevant Year Level.
- Monitor the use of classrooms and Year Level Resources.
- Oversee the preparation of the Year Level Student Handbooks.
- Familiarity with all courses of study in the Year Level.
- Lead the implementation of VCAA policy and programs in relation to VCE.
- Keep well abreast of the latest changes in VCAA policy and inform all relevant staff.
- Support the introduction of Learning Technologies into the Curriculum including Stile and My Classes.
- Ensure that Teaching and Learning resources including documentation is centrally located and easily accessible.
- Implement concrete curriculum goals as directed by Learning Area Leaders.

Teacher Support and Development of Appropriate Pedagogy

- Support and promote pedagogies that provide the best opportunity to enhance learning for boys' cognisance with emerging trends in boys' education.
- Make recommendations to the Deputy Principal (10-12) as to appropriate professional development experiences for VCE teachers.
- Participate in mentoring programs for new members of staff.
- Mentor student teachers where required.

Organisational Skills

- Develop and maintain a VCE Budget in consultation with the Deputy Principal (10-12) and Director of Students.
- With the Year Level Leaders, oversee the development of relevant input for the College Year Book.
- Consult with Learning Area Leaders for the maintenance of subject budgets for the VCE.

- Consultation with the Sub School Team, establish priorities and provide appropriate resources.
- Maintain accurate agendas and minutes of meetings and ensure these are provided to the Principal, Deputy Principals, Learning Area Leaders, Director of Students and other relevant staff.
- Communicate to staff at Sub School and Year Level Meetings relevant curriculum information.
- Provide information to facilitate transition of students from one year level to the next and beyond school.
- Ensure that all Year Level communications to teachers, students and parents are of the highest quality.

There are duties relevant to each respective Year Level (i.e. Year 11; Year 12) depending on the needs.

Other duties as determined by the Principal or delegate.

Key Performance Indicators

1. Display a high degree of accountability and efficiency in the carrying out of the duties for this position.
2. Able to competently carry out multi-tasking duties both in immediate and longer-term situations.
3. Be approachable and responsive to teachers and students particularly those at the VCE level.
4. Effectively contribute to the work of the Student Management and Wellbeing Team; Teaching and Learning Team, Year Level Leaders; Learning Area Leaders; Principal, Deputy Principals, Directors; Teachers; Other Leaders; Parents and Students.
5. Demonstrate strong evidence of commitment and contribution to the effective operation of the Teaching and Learning Team.
6. Show initiative and enthusiasm in all matters relating to curriculum development at the College.
7. Be able to establish and maintain a positive spirit and good order in the Learning Areas related to the year level.
8. Be continually striving to improve the academic results of students within the year level.

Criteria for Selection

1. Proven record as a skilled educator with experience at the VCE level.
2. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
3. Evidence of a commitment to acquiring 'Accreditation to Teach in a Catholic School', actual 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education in a Catholic School'.
4. Ability to effectively lead a team of staff within the VCE area.
5. A demonstrated understanding of the needs of VCE students.
6. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
7. Knowledge and understanding of contemporary practices and policies related to 'teaching and learning' and 'student wellbeing'.
8. Well-developed interpersonal skills including organisation and communication.
9. Ability to work effectively independently and as part of a team.
10. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
11. Commitment to ongoing professional learning.

Terms and Conditions

Terms and conditions are as outlined in the '*NEW AGREEMENT*' for Registered Teachers. Salary is set out in the Award according to years of experience and qualifications. The position is POL 2 and minimum time release of 320 mins per week. The tenure is two years. The position reports to the Deputy Principals.

The VCE Leader is required to participate in a formal Appraisal Process in the final semester of the first year or the first semester of the second year of appointment and this will include a review of the operations of the VCE.

The VCE Leader is required to participate in a Middle Leaders Program usually in the first year of the appointment. This program is normally delivered in modules at the College.

The VCE Leader is required to participate in professional learning in order to be able to effectively lead and develop the teaching and learning program.

This Leadership position requires involvement in school community activities outside designated school hours e.g. Open Days, and participation in planning times during some school holiday times e.g. prior to the formal commencement of the school year.

Last Updated September 2017