

VCE VM Convenor

Convenor Positions are one year Principal's Appointments

Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. The VCE VM Convenor is responsible for fostering a sense of unity, growth and development within the VCE VM Program. The VCE VM Convenor works in collaboration with staff including the Principal, Deputy Principals, Directors, Heads, Learning Area Leaders and teachers within the VCE VM Program.

Child Safe Standards

The VCE VM Convenor must be:

- committed to the safety and wellbeing of all children and young people.
- able to demonstrate an understanding of the Child Safe Standards and their legal obligations under the Ministerial Order No. 1359.
- a suitable person to be engaged in working with children and young people.
- able to understand and commit to Child Safe Standards and expectations relating to Melbourne Archdiocese Catholic Schools (MACS), PROTECT, VRQA and VIT.
- able to demonstrate an understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring the Child Safe focus of St Joseph's College.

General Responsibilities

The VCE VM Convenor works closely with the Director of RTO and Pathways, Learning Team and Subject Teachers in providing high quality programs. The VCE VM Convenor works to inspire enthusiastic, effective teaching within each area of the VCE VM Program e.g. Literacy, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Learning and Teaching Goals and Annual Action Plan in line with the Strategic Direction of the College. There are some duties which are determined on an annual basis.

Qualities

The VCE VM Convenor is required:

1. To have a comprehensive knowledge of the VCE VM Program and current developments in learning and teaching pedagogy.
2. In collaboration with the Director of RTO and Pathways, 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

The VCE VM Convenor works in collaboration with the Director of RTO and Pathways (who oversees VCE VM) with a focus on the following areas:

Classroom Practice

- To focus on what leads to excellent teaching.
- To annually develop and review the VCE VM Program goals and actions to maximise staff and student achievement.
- To ensure that each teacher provides the students with a comprehensive course outline at the commencement of each semester including details of assessment requirements.
- To lead the learning and teaching process by modelling new and best practice.
- To monitor what is being taught in VCE VM classes.
- To provide input for staff appointments and teaching allotments as required.

Leader and Learning Designer

- To actively support the learning direction and innovations in the College.
- To develop a VCE VM Program culture that embraces collaboration and improvement.
- To collaborate with Heads and Learning Area Leaders especially:
 - Mathematics Leader for VCE VM Numeracy;
 - Head of Learning and English Leader for VCE VM Literacy;
 - Humanities Leader for VCE VM Work Related Skills;
 - Head of Religious Education and Service and HPE Leader for VCE VM PDS;

- All LALs in relation to cross-curricula initiatives.
- To support VCE VM teachers.
- To articulate and explain procedures and policies relating to VCE VM offerings.
- To act as chief representative and advocate for VCE VM.
- To understand and articulate how VCE VM needs and interests fit with the overall College goals and priorities.
- To maintain an awareness of changes and trends in the VCE VM Program, and to communicate this to staff.
- To take responsibility for the delivery of curriculum and change in the VCE VM Program.
- To interpret and implement the requirements of external mandates.
- To review the VCE VM Program in consultation with VCE VM staff to ensure appropriateness for students, and ability to maximise outcomes.
- To develop the VCE VM Program's assessment and reporting within College guidelines.
- To ensure that all program decisions/initiatives in VCE VM are in line with overall strategic direction, goals and priorities.
- To form strategies to promote the VCE VM Program within the College and in the outside community.
- To implement initiatives that can be used to promote the College in the wider community.
- To model exemplary practice consistent with leading in a Catholic school inspired by the Salesian tradition.
- To model the use of ICT in the classroom.
- To promote the use of ICT across the VCE VM Program.
- To support the development of VCE VM Program material for SIMON (LMS) and other requirements.

Professional Development

- To lead professional development in the VCE VM Program by offering professional development activities at designated times during the year.
- To identify professional learning needs for individuals and group.
- To encourage staff to participate in targeted activities and become active members of their professional association.
- To attend professional development activities to ensure own development.
- To support and explain College policies in learning matters to VCE VM Program teachers.
- To manage VCE VM Program teachers to maximise effectiveness of the VCE VM Program.
- In collaboration with the Professional Practice Leader, observe and coach teachers to improve teaching practice.

Administration

- To facilitate attendance of the VCE VM Program staff at relevant professional development activities through the College professional learning procedures.
- To make provision for the completion of VCE VM Program reports in the event of teacher absence.
- To chair the VCE VM Program Meetings/Professional Learning Meetings and organising regular meetings within the VCE VM Program and discussion with respect to matters of educational practices and principles.
- To forward Agenda and Minutes of these meetings to the Principal, Deputy Principals, Director of RTO and Pathways, Head of Learning and the VCE VM Program teachers.
- To ensure that copies of the various courses of study within the VCE VM Program are available (and kept updated) to the Principal, Deputy Principals and the Learning Team and that each relevant subject teacher has these courses.
- To participate in the development of the annual budget, and supervise its expenditure.
- To requisition VCE VM Program purchases according to the College's purchasing procedure through the Finance Team.
- To ensure that all resources purchased within the VCE VM Program are processed according to the College's procedures before distribution within the VCE VM Program.
- To cooperate with the Teacher Librarian and the Chieri Resource Centre in ensuring that all resources are returned to the Resource Centre as appropriate.
- To oversee the care and conservation of specialist rooms and equipment where appropriate.
- To organise, in consultation with the Deputy Principal (Learning) and Director of RTO and Pathways, the compilation of resource/book lists within the VCE VM Program.

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 all members of the VCE VM Program.

4. Demonstrate strong evidence of commitment and contribution to the effective running of the Learning Team.
5. Show initiative and enthusiasm in all matters relating to curriculum development at the College.
6. Be able to establish and maintain a positive spirit and good order in the VCE VM Program.
7. Be continually striving to improve the outcomes of the VCE VM Program.

Criteria for Selection

1. Proven record as a skilled educator.
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 gaining or maintaining 'Accreditation to Teach in a Catholic School', or gaining or maintaining 'Accreditation to Teach Religious Education or Lead in a Catholic School'.
4. Ability to effectively lead a team of staff within the VCE VM Program and work collaboratively with the Director of RTO and Pathways.
5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
6. Knowledge and understanding of contemporary practices and policies related to 'learning and teaching' and 'student wellbeing' e.g. Child Safe Policy, Reportable Conduct.
7. Well-developed interpersonal skills including organisation and communication.
8. Ability to work effectively independently and as part of a team.
9. Ability to ensure that students develop their understanding and upholding of 'respectful relationships' in the context of interactions with all staff, students and the wider community.
10. Ability to uphold the College motto 'Agite Quae Didicistis'.
11. Commitment to ongoing professional learning.

Terms and Conditions

Terms and conditions are as outlined in the *CEMEA 2022* for Registered Teachers. This is a Principal's Appointment for one year. The position is equivalent to a POL 1 and minimum time release of 80 mins per week. The position reports to the Deputy Principal (Learning) via the Director of RTO and Pathways.

The VCE VM Convenor may be required to participate in a formal Appraisal Process during the tenure period and this may include a review of the programs offered within the VCE VM Program.

The VCE VM Convenor may be required to participate in relevant Middle Leaders Professional Learning during the tenure period. This program is normally delivered in variety of ways both internally and externally.

The VCE VM Convenor is required to participate in professional learning in to be able to effectively lead and develop the VCE VM Program.

This Convenor 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.

This Position Description is subject to modification as determined by the Principal.

Last Updated November 2025