St John’s Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John’s Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

The teaching staff are responsible for preparing and implementing a comprehensive educational teaching and learning plan according to the College’s requirements. Staff St John’s Regional College show a passion for teaching with a proven ability to engage students through relationships established on mutual trust in accordance with the College’s Child Protection Policies and Procedures.

Teaching staff are appointed by the Principal and are expected to work in partnership with the College Executive Team in developing effective learning and teaching outcomes and connecting with and guiding young people.

In addition to this, all teachers should adhere to St John’s Regional College’s expected practices, as outlined below.

**POSITION SUMMARY**

The VCE Programs Leader has responsibility for the implementation of senior learning programs, including classroom delivery and administrative requirements. This leader will specifically guide VCE programs and oversee the provision of accelerated programs for Year 10 students. A key component of this role is to take leadership of the Learning Area Leaders to develop and maintain a cohesive team approach to curriculum development and implementation. This leader will also aim for a culture of continual improvement with support for senior teachers being instrumental to the enactment of the role.

**KEY RESPONSIBILITY AREAS AND DUTIES**

 The major responsibilities of the VCE Programs Leader:

 • Active membership of the Curriculum Leadership Team (CLT).

• VCE Coordination.

• Ensure correct documentation of all senior program curriculum delivery.

• Review, analyse and promote the use of learning data.

• Oversee the booklist process.

• Organise the Year 11 study block including a study skills program.

• Oversee senior study sessions in the CLC.

• Take responsibility for the Year 12 Assembly program.

• Review, analyse and promote the use of learning data, assisting Learning Area Leaders to lead reflective practice within teaching teams.

• Coordinate the Senior Assessment program including all senior Examinations

* Facilitate and deliver professional learning sessions for staff as required.

• Coordinate the VCE Data meetings, following up the use of data to guide classroom change as a recurrent item on VCE Teacher Meetings.

• Have direct involvement in Subject Selection and Teaching Allocations.

**Membership of the Curriculum Leadership Team (CLT)**

As a member of the CLT the VCE Programs Leader will:

• Promote and drive the commitment to the Vision, and to the Teaching and Learning Charter of the College.

• Maintain knowledge of contemporary learning, drawing on research, national and international trends, to ensure curriculum and pedagogy reflect current best practice.

• Embrace opportunities to advocate for change to improve our senior programs if it is required.

• Work collaboratively with fellow team members to decide on and then plan for the implementation of any new initiatives that will be beneficial for student learning.

**Leadership of Learning and Coaching**

The VCE Leader will provide strategic guidance to the Learning Area Leaders. This leader will set the agenda for classroom-based change and:

• Chair the Learning Area Leaders Team meetings.

• Hold meetings as defined in the Calendar utilising the College Meeting Protocols.

• Set the agenda items and support the Learning Area Leaders to implement the strategic directions as planned by the Curriculum Leadership Team.

• Lead the Learning Area Leaders through the analysis of learning data to promote reflective practice for improving student outcomes.

• Guide leaders through updates delivered from VCAA for the Victorian Curriculum.

• Provide direction and advice on how to work collaboratively with the Learning Area Leaders, to facilitate effective learning area operation.

• Support the leadership of the Junior Learning Programs Leader within the CLC space, particularly by taking responsibility for the senior studies sessions on the Mezzanine.

• Be responsible for setting guidelines for students to adhere to when completing study within the CLC.

**Senior Learning Programs and Visible Learning**

The commitment to Visible Learning is ongoing for all year levels of the College. The VCE Programs Leader will:

• Advocate for Visible Learning practices and processes to be utilised in senior classes.

• Support teachers in the implementation of VCE learning programs as required by the VCAA, ensuring curriculum delivery is based on Visible Learning practices, including flipped learning where practicable.

• Maintain and oversee the SAC calendar and liaise with the Daily Organisation and Administration Officer to organise and schedule these assessments.

• Promote Visible Learning as part of senior learning program delivery.

• Support the Learning Area Leaders to ensure that the requirements for VCE Course delivery and documentation are maintained, and that SEQTA online lessons are adequately detailed.

**VCE Coordination**

As the leader responsible for the VCE program, the VCE Programs Leader will:

• Oversee all elements of VCE Administration.

• Administration of VCAA regulations as they apply to VCE students and all VCE studies.

• Manage Special Provision applications.

• Convene a meeting with the Applied Learning Leader and the Careers and VET Coordinator as regularly as required to ensure all compliance requirements are met.

* Be a member of the VCE Panel and work in conjunction with the Deputy Principal Teaching and Learning to ensure all students are aware of all rules and procedures.

• Oversee Enrolments and confirm details with the VASS Coordinator.

• Receive and distribute communication from VCAA via email.

• Advise and communicate with staff, students and parents regarding administrative matters related to VCE as required.

• Coordinate the VCAA examinations for the GAT and the November examination period.

* Employ and support supervisors

• Prepare rooms for the examination period

• Attend meetings and professional learning sessions with VCAA as required.

**Other Duties and Responsibilities**

The VCE Programs Leader will:

* Regularly liaise with and work in partnership with the Deputy Principal Teaching and Learning in order to lead all learning within the College.

• Any other duties as required by the Principal and/or Deputy Principal(s).

• Maintain effective liaison with all relevant personnel to ensure the effective sharing of information.

• Provide students with a child-safe environment

• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

• Proactively monitor and support student wellbeing

• Exercise pastoral care in a manner which reflects school values

Implement strategies which promote a healthy and positive learning environment

**OCCUPATIONAL HEALTH AND SAFETY**

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

* Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
* Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
* Follow established safe working procedures, instructions and rules;
* Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
* Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
* Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies via the College website and compli space.

**CHILD SAFETY**

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

Staff must adhere to the following:

* A thorough understanding of the College’s Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
* Assist in the provision of a child-safe environment for students;
* Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

**POSITION DETAILS**

The VCE Programs Leader is a POL 3 position and attracts a time release of 15 periods a cycle. A mid-term appraisal will be completed during the tenure of this role.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College’s operations.