

PURPOSE OF POSITION

The VCE Program Leader is a key leadership role and is jointly responsible for leading excellence in learning and teaching and overseeing the learning programs of students studying in Year 10-12 which is dependent upon the Victorian Curriculum, VCAA Curriculum and the MACS CECV Religious Education Curriculum. The VCE Programs Leader is a member of the Curriculum Leadership Team, Co-Chairs the Learning Area Leaders Team and attends House based Student Support Meetings (SSM).

REMUNERATION AND KEY RELATIONSHIPS

Position of Leadership	VCE Programs Leader
Remuneration	POL 3
Time Allocation per cycle	15 periods
Tenure	In line with the College POL Cycle
Reports to	Deputy Principal - Teaching and Learning
Direct Reports	Learning Area Leaders Vocational Major Learning Area Leader Learning Enhancement Leader
Key Internal Liaisons	Deputy Principal - Student Wellbeing Year 10-12 Student Engagement Leader House Leaders Pathways Leader Junior Program Leader Data Leader

SPECIFIC RESPONSIBILITIES

LEADERSHIP

The VCE Program Leader works with the Junior Program Leader and the Deputy Principal Learning and Teaching as well as Learning Area Leaders to:

- Provide leadership by actively and publicly supporting the College's Vision and Mission and by implementing the College's Strategic Plan and Annual Action Plan within the area of responsibility.

- Enact and lead the MACS Vision for Instruction and St John's Vision for Learning.
- Foster and promote reflective practice, professional dialogue and a collaborative approach with staff.
- Ensure the learning and teaching program reflects College goals, vision, areas of specialisation and innovation.
- Ensure the College curriculum and assessment is compliant with the advice published by the Victorian Regulations and Qualifications Authority (VRQA), Victorian Curriculum and Assessment Authority (VCAA) and Melbourne Archdiocese Catholic School (MACS).
- Ensure Year 10 Victorian Curriculum capabilities are taught explicitly in and through the learning areas
- Embed the cross-curriculum priorities of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia, and Sustainability in the Year 10 learning and teaching program.
- Embed the learning and teaching of Science, Technology, Engineering and Technology (STEM) in the curriculum and extend this learning with the provision of extra-curricular opportunities.
- Provide a high-level summary of the coverage of all the Year 10-12 curriculum areas delivered in the College learning and teaching program.
- Initiate and implement innovation within the curriculum.
- Encourage and Implement initiatives to improve student literacy and numeracy.
- Model and initiate strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.
- Model and initiate strategies for assessment for learning and assessment of learning.
- Initiate and implement innovation in the provision of extra-curricular activities to meet the specific learning needs and interests of students across the full range of abilities.
- Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue.
- Use data to inform curriculum design, practices, and pedagogy.
- Liaise with parents as appropriate in relation to learning area specific curriculum and learning and teaching matters. Meet with House Leaders and relevant families in intervention meetings to ascertain next steps in individual student pathways.
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change.
- Lead teachers in undertaking the annual cyclical review of all curriculum programs, and then audit these courses.
- Lead Subject Selection processes and practices and assist with teaching allocations.
- Work with the Learning Area Leaders, Junior Program Leader and the Deputy Principal of Learning and Teaching to identify students who are approved to accelerate.
- Ensure correct documentation of all senior program curriculum delivery.
- Facilitate professional learning sessions for staff as required.
- Lead the Year 12 Assembly Program.
- Lead Assessment and Reporting as outlined by VCAA via VASS.
- Work with the Deputy Principal Learning and Learning Area Leaders to analyse VCE Results with the purpose of identifying areas of growth and areas for improvement.
- Lead VCE Data meetings with staff to engender accountability and transparency and change as needed.

DEVELOP AND IMPLEMENT

- Collectively implement Academic Intervention meetings with key stakeholders.
- Collectively approve Year 10-12 variation to learning applications and subject changes.
- Recommend Professional Learning Programs to Learning Area Leaders and contribute to the annual Professional Learning Program for Staff at St John's Regional College.

- Maintain knowledge of contemporary learning, drawing on research, national and international trends, to ensure that curriculum and pedagogy reflect current best practice.
- Establish guidelines for students to adhere to when completing study/SACs/SATs within the CLC.
- Develop a GAT Preparation Program.
- Establish VCE workshops, lectures and seminars for students to attend on Wednesday afternoons.
- Maintain and oversee the SAC calendar and liaise with the Daily Organisation Officer to organise and schedule these assessments.
- Prepare and publish the College Senior School Administrative Handbook in consultation with the Deputy Principal Learning and Teaching.
- Develop and publish Senior School Policies and Procedures in consultation with the Deputy Principal Learning and Teaching.
- Advise and communicate with staff, students and parents regarding administrative matters related to VCE as required.
- Organise and oversee VCE Information Evenings for students and families.

PROMOTE

- Promote a culture of accountability for collective outcomes, improvement and high performance, shaping a culture of high expectations for all.
- Promote and celebrate Year 10 and VCE Program learning through the College newsletter, yearbook and other publications as appropriate.

MANAGE

- Manage and oversee Year 10-12 curriculum auditing, curriculum mapping and skills continuum in line with St John's Regional College templates and practices.
- Conduct regular classroom observations of all teachers within the Junior School with the provision of purposeful and growth-oriented feedback.
- Oversee all elements of VCE Administration.
- Liaise with the relevant Learning Area Leader in the completion of VCE Audits scheduled by VCAA.
- Oversee Enrolments and confirm details with the VASS Coordinator. Ensuring the accuracy and timeliness of data.
- Ensure accurate enrolment of students in VSV and the VSL and arrange for supervision of assessments as required by VSV and the VSL.
- Coordinate Year 10-12 Examinations inclusive of special provision applications.
- Establish a Trial Examination schedule and oversees the conduct and organisation of all trial examinations.
- Coordinate the VCAA examinations for the GAT and the November examination period.
- Employ and support supervisors as needed.
- 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.
- Meet with students and parents/carers to initiate and complete the Derived Examination Score Application.
- Oversee the booklist for Year 10-12.
- Make recommendations regarding external award nominations e.g. Kwong Lee Dow, Monash Scholars Program.
- Work with the Deputy Principal Learning and Teaching, Pathways, Learning Area Leaders, VM and VET, Learning Diversity Leader and Senior Wellbeing Leaders to discuss each student's learning program as they enter Year 11 and follow-up with students and parents/carers as required.

- Convene and co-chair meetings in consultation with students, parents/carers and other staff as appropriate regarding a student's progression in their learning program.
- Liaise with the Pathways Leader to counsel students on pathway options.
- Analyse external and local data to track student learning progression to inform future discussions and actions.
- 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.
- Any other duties as required by the Principal and/or Deputy Principal(s).

OTHER RESPONSIBILITIES

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St John's Regional College.

KEY SELECTION CRITERIA

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- Experienced and highly effective teacher in secondary education.
- A demonstrated knowledge of their teaching areas, including sound knowledge of Victorian Certificate of Education (VCE) and/or the Victorian Curriculum studies which are within the auspices of their learning area.
- A demonstrated commitment to ongoing professional learning and development.
- Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams.
- Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement and change management in learning and teaching.
- Demonstrated ability to work with others towards a common goal.
- Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies.
- Excellent organisational and time management skills.
- A demonstrated understanding and commitment to child safety.