

**POSITIONS OF LEADERSHIP**

**Advertised Externally**

**2022-2023**

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**INTRODUCTION – Leadership at Iona College**

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 and Year 8 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The College vision incorporates the aspirational statement, ***‘Learning to Change the World’*** as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

Ensuring that our students have a solid foundation of knowledge and skills is central to our work at Iona. We need leaders to plan and vision the future, making sure that our students acquire not only a solid foundation of knowledge in key disciplines, but that they develop personal and critical thinking skills, collaboration skills, are creative, and are young people of character that are curious, courageous and resilient. This will require courageous leaders.

The Positions of Leadership (POL) 2022-2023 are appointed for a two-year period and have been designed around keeping our motto of ‘Learning to Change the World’ in mind. Leadership at Iona requires commitment and a work ethic that will ensure we build capacity of our staff, plan for our future needs, whilst at the same time foster working relationships that allow for the strategic, relational and operational needs of the College to be met.

The Positions of Leadership (POL) align with the School Improvement Spheres namely: Catholic Identity, Learning and Teaching, Wellbeing, Leadership and Management and School Community. These positions allow for growth of our staff and attract both a time and/or financial allowance.

**APPLICATION PROCESS**

1. The Iona College POL application form should be submitted alongside the Iona College Teacher ‘Expression of Interesst’ Application Form and Letter of Introduction by **Wednesday 23 June 2021 at 4pm.**
2. POL interviews will be held with the Principal and Deputy Principal during week commencing 28 June 2021 and conclude by Friday 30 July.
3. All applicants will be notified via email by 6 August 2021 regarding the success or otherwise of the application.

Applicants must:

* Be supportive of the philosophy of Catholic Education.
* Possess appropriate qualifications / experience and provide evidence on request.
* Possess sound knowledge in the area for which they are applying.
* Have a commitment to engaging and contemporary teaching and learning practices.
* Be registered with the Victorian Institute of Teaching (VIT).
* Be present and supportive of major College functions such as information evenings, Open Day Information Sessions/Tours etc.

All Positions of Leadership (POLs) require the position holders to support and be accountable to the following:

* The College Vision / Mission / AAP / SIP / SIF Spheres
* The AITSL Standards
* The Child Safe Standards

**POSITIONS OF LEADERSHIP EXTERNALLY ADVERTISED**

**Summary of Positions of Leadership (POL) - Role Descriptions**

**Position**  **POL Level** **Time allowance^**

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| --- | --- | --- |
| Head of Learning and Innovation | 3 | 10 |
| Head of Student Wellbeing | 3 | 10 |
| Innovation Leader (Feedback, Assessment & Reporting) | 2 | 8 |
| Innovation Leader (Pedagogy & Instruction) | 2 | 8 |
| Innovation Leader (Curriculum Design & Mapping) | 2 | 8 |
| Year Level Wellbeing and Transition Leader (Year 7) | 2 | 14\* (@9 classes) |
| Year Level Wellbeing Leader (Year 8) | 2 | 9\* (@6 classes) |
| Year Level Wellbeing Leader (Year 9) | 2 | 10\* (@7 classes) |
| Timetabler/SIMON Administrator | 2 | 8 |
| College Organiser | 2 | 8 |

*\*Allowance of 1.3 periods per class + 1 pd Student support meetings. Additional 1pd Yr. 7 (for transition)*

*^Period length = 45minutes*

**POL Allowances (as of June 2021)**

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| **POL 1** | **POL 2** | **POL 3** |
| $3029.48 | $6140.58 | $9346.02 |

**Head of Learning and Innovation Role Description**

**POL 3**  **Time release 10**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  Iona College Geelong is a Catholic Co-educational College located in Charlemont, Victoria.  The position of Head of Learning and Innovation is directly responsible to the Principal and Deputy Principal for leading the learning of students at Iona College within a Melbourne Archdiocese Catholic School (MACS) context.  The role focuses on building a strong culture of learning innovation to prepare the Iona community to be change-ready and offer contemporary learning in these changing times.  The Head of Learning and Innovation encourages and leads the College’s Innovation Leaders team and their respective portfolios, to enable our students to make a difference in the world, inspired by the Gospel focusing on character, virtue, justice and the common good. |
| **School Improvement Role**  Have a thorough understanding of and commitment to the following:   * MACS ‘Horizons of Hope Framework’. * School Improvement Framework (particularly Learning & Teaching and Leadership & Management Spheres). * Developing, implementing and evaluating policy as it relates to this area of responsibility. * Using contemporary evidence-based research to develop and action the SIP and AAP priorities; particularly focusing on student learning and student engagement outcomes. * Using student data to inform school improvement strategies and decision making and initiatives. * Monitoring student achievement and creating a culture of learning that has high expectations for all Iona students. |
| **Relational Role**   * Network with key leaders in Learning Innovation from other Catholic Colleges and via MACS networks. * Mentor and support staff as we implement our school improvement strategies. * Assist with staff induction relating to Learning and Teaching and Curriculum and Assessment * Work closely with the Deputy Principal to plan and support parent engagement in student learning. * Coordinate and support Innovation Leaders and Learning Diversity Leader to ensure targeted support of students with high support needs / NCCD. |
| **Operational Role**  **Learning Innovation Meetings (LIMS)**   * Act as the key contact and support person that coordinates the Learning Innovation Leaders team. * Support the work of the Learning Innovation Leaders as they lead the curriculum / domain teams and their individual portfolios for the College.   **Data**   * Establish processes to collect and evaluate student data to inform AAP and SIP goals and direction. * Collect and use student feedback to assist teachers to reflect on the impact of their teaching and engagement with students. * Report student outcome and engagement data to Leadership each semester. * Work closely with the Learning Diversity Leader to plan and implement programs based on NCCD data, including alternative programs.   **Feedback, Assessment and Reporting**   * Establish processes to communicate and connect with parents / carers to empower and engage with them to be partners in their child's learning. * Provide feedback to teachers based on AITSL standards and ensure observation and coaching is promoted throughout the College. * Work closely with the ICT Leader to ensure feedback via SIMON and PAM is up to date and easy to access. * Work closely with Student Voice and Agency Leader to ensure student voice and feedback is central to our work.   **Pedagogy & Instruction**   * Establish clear pedagogical approaches and promote a culture of collaboration and teamwork amongst teaching staff. * Actively mentor staff in pedagogy and instruction and provide appropriate professional development in this area.   **Curriculum Design, Mapping and Timetabling**   * Build the capacity of teaching staff in curriculum design, feedback and assessment by facilitating processes and procedures that engage teachers to develop curriculum opportunities that are student-centred, engaging and future focused. * Ensure that teachers in all subjects provide for students' abilities, including differentiation, modification and reasonable adjustments. * Work with the College Timetabler on subject selection processes and final timetable composition.   **Capabilities**   * Coordinate and implement a whole school approach to the Victorian Capabilities.   **Projects**   * Lead projects / initiatives as requested by the Principal or Deputy Principal. * Chair Key Learning Teams, such as the Senior Pathways Planning Team. * Work with Innovation Leaders to build the capacity of teachers at the College to document, implement and review the learning and teaching at Iona. |
| **Commitment to Child Safety**   * As a leader at Iona College, to support and enact the College’s Child Safety Policies and procedures. * Ensure that activities are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Professional Development / Professional Learning**   * Undertake post graduate study in Leading Learning or demonstrate a commitment to undertake further study in this area. * Participate in ongoing Leadership professional development. * POL 3 leaders are expected to be accredited to teach in a Catholic School or commit to achieving this in the near future. |
| **College commitments and expectations**   * To be a member of the College Leadership Team * To chair and lead the Learning Innovation Team   To attend:   * Open Day/Information Sessions & Tours * Parent Partnerships Evenings and Events * Awards Celebrations / Subject Expos * Opening School Mass * Information sessions   Make regular contributions to school newsletter and social media, promoting connection to the Learning and Teaching of the College.  Be readily available and accessible during school and after school scheduled meeting hours. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (refer POL and POR handbook 2022-2023) |

**Head of Student Wellbeing Role Description**

**POL 3**  **Time release 10**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  Iona College Geelong is a Catholic Co-educational College located in Charlemont, Victoria.  The position of Head of Student Wellbeing is directly responsible to the Principal and Deputy Principal for leading the Wellbeing of students at Iona College within a Melbourne Archdiocese Catholic School (MACS) context.  The Head of Student Wellbeing encourages and leads the College’s Year Level Wellbeing Leaders Team to enable our students to be resilient and make a difference in the world, inspired by the Gospel focusing on character and virtue, justice and the common good. |
| **School Improvement Role**  Have a thorough understanding of and commitment to the following:   * MACS ‘Horizons of Hope Framework’. * MACS Excel Framework. * School Improvement Framework (particularly Wellbeing and School Community Spheres). * Develop, implement and evaluate policy with support from the Compliance Officer as it relates to this area of responsibility. * Use evidence-based research to develop and action the SIP and AAP priorities – particularly focusing on student wellbeing and personal and social capabilities. * Use student data (i.e., Pulse) to inform school improvement strategies and decision making and initiatives. * Monitor student wellbeing and achievement and create an environment that has high expectations for all Iona College students. |
| **Relational Role**   * Network with key leaders in Student Wellbeing from other Catholic Colleges and via MACS. * Connect and build networks with local agencies to enhance student wellbeing. * Mentor and support staff empowering them to build relationships with our students. * Assist with staff induction relating to Child Safety and Wellbeing. * Work closely with Deputy Principal to plan and support Parent Partnerships. * Coordinate and support Year Level Wellbeing Leaders and Student Support to ensure targeted support of students with high support needs / at risk. * Work closely with Student Voice and Agency Leader to ensure student voice and feedback is central to our work. |
| **Operational Role**  **Positive Behaviour Support**   * Promote and coordinate Positive Behaviour at Iona, leading and supporting Year Level Wellbeing Leaders to implement and enact our school wide positive behaviour interventions. * Monitor issues relating to behaviour tracking ensuring our flag system / behaviour management is being tracked. * Report summaries of student wellbeing and behaviour tracking to leadership each semester. * Lead and professionally develop staff to build capacity around Restorative Practice conversations.   **SSG meetings**   * Act as the key contact person for Year Level Wellbeing Leaders and Student Support staff. * Chair and monitor SSG meetings and ensure SSG records are up to date and SIMON notes are regularly updated.   **Respectful Relationships**   * Lead the Respectful Relationships core team and actively support our Partner schools as we promote Respectful Relationships in the Barwon region. * Work closely with Deputy Principal on planning and establishing programs / processes and procedures relating to respect, diversity and child safety.   **SEL Curriculum Role**   * Promote professional learning opportunities related to the curriculum area. * Have a thorough knowledge of the Personal and Social Capabilities / Positive Education / Trauma Informed Practice and other key evidence-based curriculum materials. * Lead the Year Level Wellbeing Team to ensure a rigorous, contemporary curriculum is integrated into the College. * Attend MACS Student Wellbeing Network meetings. * Develop teamwork and collaboration and provide support for staff within the curriculum area. |
| **Child Safety Role**   * Promote a culture of child safety and be a key contact in the CISS and FVISS and MARAM reforms. * As a leader at Iona College, support and enact the College’s Child Safety Policies and procedures. * Ensure that activities are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Professional Development / Professional Learning**   * Undertake post graduate study in Student Wellbeing or demonstrate a commitment to undertake further study in this area. * Participate in ongoing Leadership professional development. * POL 3 leaders are expected to be accredited to teach in a Catholic School or commit to achieving this in the near future. |
| **College commitments and expectations**   * To be a member of the College Leadership Team. * To chair and lead the College Year level wellbeing team (including SSG meetings)   To attend:   * Open Day/Information Sessions & Tours * Parent Partnerships Evenings and Events * Awards Celebrations * Opening School Mass * Information sessions   Make regular contributions to school newsletter and social media promoting connection to the Catholic Identity of the College.  Be readily available and accessible during school and after school scheduled meeting hours. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (refer POL and POR handbook 2022-2023). |

**Learning Innovation Leader Role Description (3 positions)**

**POL 2**  **Time release 8**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  Iona College Geelong is a Catholic Co-educational College located in Charlemont, Victoria.  The position of Learning Innovation Leader is part of a team that is responsible to the Principal and Deputy Principal for leading Learning Innovation at Iona College within a Melbourne Archdiocese Catholic School (MACS) context.  The Learning Innovation Leader (3 positions) encourages and leads the College’s Teaching and Learning Program to enable our students to make a difference in the world, inspired by the Gospel focusing on character and virtue, justice and the common good. |
| **School Improvement Role**  Have a thorough understanding of and commitment to the following:   * MACS ‘Horizons of Hope Framework’. * School Improvement Framework (particularly Learning & Teaching and Leadership & Management Spheres). * Contribute to the development, implementation and evaluation of policy as it relates to this area of responsibility. * Use contemporary research to assist in the development and implementation of the SIP and AAP priorities. |
| **Relational Role**   * Mentor and support staff on their personal teaching and learning journey. * Assist with staff induction relating to their specific portfolio i.e.: Feedback, Assessment & Reporting / Pedagogy & Instruction or Curriculum Design & Mapping). * Establish a culture of collaboration and teamwork across domain and subject teams. * Work closely with the Head of Learning and Innovation to actively implement AAP goals and SIP goals in Teaching and Learning. |
| **Operational Role**  **Student Data**   * Use various forms of data (PAT / NAPLAN / ODT / Pulse) to develop initiatives to learning programs and pathways that provide an opportunity for our students to extend themselves and work to the best of their own ability. * To work closely with Learning Diversity Leader to ensure that teachers provide adequate documentation to meet the requirements of NCCD.   **Key Shared Responsibilities (across the 3 Innovation Leaders)**   * Review and update Junior School Handbooks / Teaching and Learning website / Teaching and Learning TEAMS and other key learning documents. * Review curriculum documentation (domain specific) to ensure curriculum documentation and teaching resources are up to date. * Map Curriculum and Capabilities to ensure teaching & learning programs are meeting requirements. |
| **Pedagogy & Instruction Portfolio (this aspect of the role description will be finalised once filled)**   * Working with the Leader of Learning Innovation and the team of learning innovation leaders lead pedagogy and instruction projects for the College. |
| **Feedback, Assessment & Reporting Portfolio (this aspect of the role description will be finalised once filled)**   * Working with the Leader of Learning Innovation and the team of learning innovation leaders lead Feedback, assessment and reporting projects for the College. |
| **Curriculum Design & Mapping Portfolio (this aspect of the role description will be finalised once filled)**   * Working with the Leader of Learning Innovation and the team of learning innovation leaders lead Curriculum design and mapping projects for the College. * Working with the Leader of Learning Innovation and the College Timetabler on subject selection processes and final timetable composition. |
| **Professional Development / Professional Learning**   * Participate in ongoing Leadership professional development. * Plan and promote opportunities for Iona College staff to access professional development that assists with meeting the goals of the AAP and SIP.   POL 2 leaders are expected to be accredited to teach in a Catholic School or commit to achieving this in the near future. |
| **College commitments and expectations**   * Membership of the Learning Innovation team   To attend:   * Some Open Day/Information Sessions and Tours * Awards Celebrations * Opening School Mass   Make regular contributions to the school newsletter and social media promoting connection to the College.  Be readily available and accessible during school and after school scheduled meeting hours. |
| **Commitment to Child Safety**   * As a leader at Iona College, support and enact the College’s Child Safety Policies and procedures. * Ensure that activities are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (refer POL and POR handbook 2022-2023). |

**Year Level Student Wellbeing Leader Role Description (3 positions)**

**POL 2**  **Time release 1.3 per class\* + 1 SWD meeting**

**\*Please note that Year 7 Leader attracts 1 extra period due to transition requirements.**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  Iona College Geelong is a Catholic Co-educational College located in Charlemont, Victoria.  The position of Year Level Student Wellbeing Leader is responsible to the Principal and Deputy Principal for leading the learning of students at Iona College within a Melbourne Archdiocese Catholic School (MACS) context.  The Year Level Student Wellbeing Leader (3 positions) encourages and leads the College’s Community Group teachers to support to enable our students to make a difference in the world, inspired by the Gospel, focusing on character, virtue, justice and the common good. |
| **School Improvement Role**  Have a thorough understanding of and commitment to the following:   * MACS ‘Horizons of Hope Framework’. * School Improvement Framework (particularly Wellbeing and School Community Spheres). * Ensuring that there is a positive wellbeing approach for all students in the year level. * Being aware of, supporting and enacting Complispace policies; in particular, Student Duty of Care policies. * Assisting with the requirements regarding VRQA or School Improvement Reviews as requested. |
| **Relational Role**   * Lead year level community group teachers, supporting them with any student concerns by providing proactive, timely follow up. * Chair SSG meetings weekly with Learning Diversity / Student Support and Deputy Principal to ensure effective support of students’ learning and wellbeing needs. * Ensure effective communication with parents/guardians of the year level, particularly with any concerns relating to engagement, student progress or wellbeing. * Acknowledge and celebrate student success in all aspects of school and community life and ensure that this information is passed on to the appropriate staff so that it can be shared. * Meet with the Deputy Principal on a regular basis to monitor the wellbeing and academic progress of each student in the year level, including Pulse check-ins. * Meet regularly with student leaders and ensure student voice is a priority in year level initiatives. |
| **Operational Role**   * Develop teamwork and collaboration via weekly check ins and provide support for staff within the year level to support the students in their community groups. * Act as the key contact person for all activities associated with the year level. * Act as the key advocate for students within the year level and as such, be involved in their wellbeing and academic progress to ensure problems are quickly detected and that cultural sensitivity is paramount when working through issues. * Ensure a positive behaviour approach is promoted and enact restorative conversations when conflict occurs. * Organise and oversee the year level camp/s. * Ensure up to date documentation relating to student matters is recorded via SSG notes and the College network (SIMON). * Monitor and follow-up (with Community Group teachers) student absences without explanation. * Develop a positive ethos within the year level through the organisation of activities and assemblies for the level as a whole. * Plan and coordinate alternate activities throughout the year and on the first day and last days of school. * Organise class groupings when the Year Level transitions to the next year. * Write a year level-based reflection for the College Yearbook. * Attend PSG meetings as required. * (Year 7) Liaise with primary feeder schools regarding transition documentation for each cohort of students. Where required, visit feeder Primary schools in order to ascertain transition needs of each new cohort of students. * Promote and reinforce high expectations for the correct wearing of the College uniform.   **Social Justice**   * Support the Culture and Identity leader to promote appropriate social justice, advocacy and community service activities for the College community. |
| **Curriculum Role**   * Have a thorough knowledge of the Wellbeing / CG Curriculum through Years 7 –10. * Lead the Year Level team to ensure a rigorous, contemporary Wellbeing program is delivered via Year Level Assemblies and CG lessons. * Be responsible for the CG reporting each semester. |
| **Professional Development / Professional Learning**   * Participate in ongoing Leadership professional development. * Participate in ongoing Wellbeing professional development, including Respectful Relationships, Positive Education, Restorative Practice, etc. * POL 2 leaders are expected to be accredited to teach in a Catholic School or commit to achieving this in the near future. |
| **College commitments and expectations**   * Member of the College Year level leaders’ team (including SSG meetings)   To attend:   * Some Open Day/Information Sessions and Tours * Awards Celebrations * Parent Partnership Evenings & Events * Opening School Mass   Make regular contributions to the school newsletter and social media, promoting connection to the College.  Be readily available and accessible during school and after school scheduled meeting hours. |
| **Commitment to Child Safety**   * As a leader at Iona College, support and enact the College’s Child Safety Policies and procedures. * Ensure that activities are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (refer POL and POR handbook 2022-2023). |

**Timetabler /SIMON Administrator**

**POL 2**  **Time release 8**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  The Timetabler /SIMON Administrator reports to the Principal and is responsible for the development and administration of the College’s timetable and SIMON Administration. Specifically, the position has both a strategic and operational focus across the functional areas of student and staff timetables, changes to Curriculum foci and day-to-day operations. |
| **Relational Role**   * Liaise with the Principal regarding timetable priorities. * Work with Learning Innovation Leaders re subjects. * Work alongside the College Organiser. * Working alongside ICT Manager. |
| **Operational Role**   * To set up and maintain the timetable each semester under the direction of the Principal (within Timetabler and SIMON). * Work with the Leader of Innovation and the Learning Leader Curriculum Design & Mapping Portfolio on timetable structure and subject offerings * Provide the Principal/Leadership Team with adequate information on subject blockings to allow tentative teacher allotments and identification of potential new staff requirements. * Seek approval from the Head of Learning Innovation Leader regarding units to run and organise subject blockings at all levels. * Publish and disseminate the timetable each semester and as changes are made. * Produce the College exam timetables and allocate rooms to ensure specialist rooms have maximum appropriate use. * Set-up and configure SIMON to accept new semester timetables (class, subject and staff codes). * Advise the Principal where there needs to be an adjustment to allotments. * Prepare and publish teacher allotments, ensuring teachers have been consulted and have a copy of their final allocations within the timeline stipulated by the Principal. * To plan for future Curriculum changes alongside the Principal, Deputy Principal and Learning Innovation Leaders. * Coordinate the collection of student subject choices using webpreferences. * Liaise with Learning Innovation Leaders regarding student subject allocations. * Liaise with College Organiser on daily organising matters. * To prepare and administer, in consultation with the Head of Innovation Leader, preliminary subject choice sheets and establish unit popularity tally. * Other duties as assigned by the Principal. |
| **Professional Development / Professional Learning**   * Participate in ongoing Leadership professional development. * Participate in ongoing professional development focusing on best practice Timetabling. |
| **College commitments and expectations**   * To attend the College Leadership Team and Learning Innovation Team meetings when requested   To attend:   * Some Open Day/Information Sessions and Tours * Awards Celebrations * Parent Partnership Evenings & Events * Opening School Mass   Be readily available and accessible during school and after school scheduled meeting hours. |
| **Commitment to Child Safety**   * As a leader at Iona College, support and enact the College’s Child Safety Policies and procedures. * Ensure that activities are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (see POL and POR handbook 2022-2023). |

**College Organiser Role Description**

**POL 2** **Time release 8**

**Tenure 28 Jan 2022 – 28 Jan 2024**

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| **Position**  Iona College Geelong is a Catholic Co-educational College located in Charlemont, Victoria.  The position of College Organiser is responsible to the Principal and Deputy Principal for leading the organisation and daily functioning of Iona College within a Melbourne Archdiocese Catholic School (MACS) context.  The College Organiser is essential to the smooth functioning of the College and ensure that the classes of absent teachers are appropriately covered in a timely fashion such that there is minimal impact on student learning and wellbeing. The College Organiser is responsible for the co- ordination, management and implementation of short-term cover for teacher absences throughout the College, by the allocation of “extras”, “in lieu’s” and Emergency Teachers (ET) cover on a daily basis.  The College Organiser is also responsible for helping coordinate school wide events such as whole school photos, immunisation program, school events etc. |
| **School Improvement Role**  Have a thorough understanding of and commitment to the following:   * Be aware of, support and enact Complispace policies, in particular, Student Duty of Care policies, Employment policies etc. * Assist with the requirements regarding VRQA or School Improvement Reviews (as requested). |
| **Relational Role**   * Lead the College in the processes of absence logistics. * Meet with the Deputy Principal and/or Principal to discuss and plan upcoming school events. * Ensure effective communication with teaching staff, administration and Business Manager. * Develop relationships with CRT teachers and Employment Agencies. |
| **Operational Role**  **Extra’s and Casual Relief Teachers (CRTs)**   * Coordinate daily all short-term absences of staff ensuring classes are covered by the allocation of extras, in lieu’s or the employment of CRTs in a manner that recognises equity and fairness, recognising individual teacher skills and qualifications along with particular class needs. * Publish covered classes daily ensuring “extras” allocated to each staff member as part of their load are recorded and the cumulative total of “extras” taken does not exceed the staff members allocation. * Use the Daily Organiser module on Timetabler and be available for contact both during and out of school hours. * Coordinate with the assistance of the Business Manager, the employment of CRT’s and their effective integration into the College. * Provide all replacement staff with resources and necessary documentation regarding the College’s routines and current policies, to ensure they can complete their assignment. * Liaise with the teaching staff regarding work left for absent staff and ensure it is accessible via SIMON for the replacing teacher. * Liaise with the Business Manager and Principal for the coverage of teachers on extended periods of absence such as Long Service Leave and Leave without Pay. * Communicate with the Principal/Deputy Principal regarding any teacher who fails to attend an allocated ‘extra’ class or is absent from class without reason. * Communicate with Principal / Deputy Principal any concerns that you may have with respect to individual teachers not meeting expected standards. * Inform the Business Manager of CRT employment to facilitate payment of salaries. * Gather feedback from staff on the performance of individual CRTs and avoid using those teachers which do not have the experience and competence to satisfactorily manage the task. * Develop and manage Staff Duty Rosters, Wet weather programs etc.   **College Organisation**   * Work with Learning Leaders to help coordinate exams, NAPLAN etc. * Timetable process for Photo Day, Immunisation and other school wide events. * Develop processes for authorising and tracking Staff Professional Learning in line with Iona College policies. * Develop processes for authorising and tracking Staff excursion/incursion requests in line with Iona College policies. * Other duties as requested by the Principal or Deputy Principal.   **Excursions & Extra-curricular activities**   * Provide leadership to staff, giving directions as required. * Plan, organise and assist staff in the coordination of the Colleges extra-curricular activities and ensure dates are included on the College calendar. * Liaise with staff in the organisation of all College excursions/incursions. * Assist in organisation of staffing for excursions, camps and other College activities; ensuring DOE guidelines re: staff-student ratios and OHS requirements are met. * Log all excursion and camp details on CEVN Student Activity Locator once approved. * Monitor and maintain records for camps, tours, excursions, incursions and activities.   **Timetable**   * Liaise with College Timetabler to assist in the development of a timetable for all students and teachers that reflects the Colleges priorities and promotes effective learning and teaching. |
| **Professional Development / Professional Learning**   * Participate in ongoing Leadership professional development. * Participate in ongoing Timetabler/ Daily Organiser Professional Development. * POL 2 leaders are expected to be accredited to teach in a Catholic School or commit to achieving this in the near future. |
| **College commitments and expectations**   * To attend the College Leadership Team, Learning Innovation Team and Year Level Wellbeing Team meetings as requested   To attend:   * Some Open Day/Information Sessions and Tours * Awards Celebrations * Parent Partnership Evenings & Events * Opening School Mass   Be readily available and accessible during school and after school scheduled meeting hours. |
| **Commitment to Child Safety**   * As a leader at Iona College, support and enact the College’s Child Safety Policies and procedures. * Ensure that CRT teachers are compliant with best practice child safe practices, particularly for the most vulnerable students in our community. |
| **Leadership at Iona College**  All POL positions are to refer to the Leadership Capabilities and vision for Iona College (refer POL and POR handbook 2022-2023). |

