

Sacred Heart College Kyneton

POSITIONS OF LEADERSHIP 2023 – 2025



ROLE DESCRIPTIONS & APPLICATION PROCESS

Contents

.....	4
<i>Leadership at Sacred Heart College Kyneton</i>	4
.....	5
<i>Application and Interview Process</i>	5
<i>Key Selection Criteria for Positions of Leadership</i>	6
<i>2023 – 2025 POL Positions</i>	7
<i>Director Of Faith & Mission</i>	8
<i>Director Of Staff</i>	12
<i>Director Of Learning Support</i>	16
.....	19
<i>Head Of Senior School</i>	19
<i>(Year 10-12)</i>	19
<i>Head Of Junior School</i>	23
<i>(Year 7-9)</i>	23
<i>College Daily Organiser</i>	27
<i>(Back-up Timetabler)</i>	27
<i>College Timetabler</i>	30
.....	33
<i>Leader of Learning Information</i>	33
.....	35
<i>VCE Coordinator</i>	35
<i>Year Level Leader</i>	38
.....	41
<i>Learning Area Leader</i>	41
<i>Head of Applied Learning</i>	44
<i>Transition Coordinator</i>	47
<i>Learning Enhancement Leader</i>	50
<i>Learning Operations Coordinator</i>	53
.....	55
<i>Sports Coordinator</i>	55
.....	57

<i>Camps Coordinator</i>	57
.....	59
<i>Justice & Service Coordinator</i>	59
<i>Debating Coordinator</i>	62
<i>Music Performance Coordinator</i>	64
.....	66
<i>Performing Arts Coordinator</i>	66

Leadership at Sacred Heart College Kyneton

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

It is my belief that all Sacred Heart College are leaders as we give witness to the words, principles, and actions of leadership in our lives and through our everyday interactions with students, parents, and each other. This capacity to give witness to what constitutes a good life is a profound responsibility; through our example, students come to understand the great challenge of the Gospels, *"I came that you may have life and have it in abundance"* (Mt 10:10).

In detailing this leadership structure (the second under my Principalship), most of the principles from the previous structure have been retained plus consideration of the following:

- Feedback from all POL holders and the College Leadership Team on strengths and areas for improvement in the existing model.
- Reflections on successes and failures over the last three years including the impact of the pandemic and extended periods of remote schooling.
- Confirmation of the new Sacred Heart College Strategic Plan (2022 – 2025) and its Strategic Commitments.

Relevant principles from the existing model include:

- All leadership positions should be directed towards the College's current priorities in learning and teaching and the degree to which it can support school improvement.
- Priority has been given to supporting the work of teachers both directly in the classroom and indirectly through supporting collaboration and teamwork.
- The College has a significant responsibility to provide ongoing professional development for aspirant and existing leaders through internal workshops and external opportunities.
- Leaders should be empowered to take risks and make decisions as decisions are best made closest to the level affected.

In closing, I offer a set of leadership characteristics that are integral to a Sacred Heart College leader:

- Commitment to and respect of the principles of Catholic education as exemplified and lived out in the Mercy tradition.
- An ability to model authentic and right relationships with students, staff, parents, and broader College community.
- The capacity to lead and work collaboratively within a team.
- A willingness to invite a breadth of voices to decision-making: staff, students, and parents.
- A commitment to child safety.
- An optimistic, confident, and enthusiastic personality.
- A high level of discretion and confidentiality when dealing with sensitive situations and information.
- An unconditional commitment to contemporary, engaging, and student-centred learning.

Yours in Mercy,

Dr Darren Egberts
Principal

Application and Interview Process

All Positions of Leadership nominated in this booklet will be advertised internally from Monday 8 August 2022. **Applications for the POL positions need to be emailed to the Principal (principal@shckyneton.catholic.edu.au) by 4.00pm Thursday 18 August 2022.**

Each application should include a single A4 cover letter that details your interest in the position(s), relevant experience as well as the key selection criteria. Staff may apply for as many positions as they wish. Only one cover letter is necessary.

Where no applications are received or no suitable applicants are found, the position may be advertised externally or filled by Principal appointment.

Interviews

- Interviews will take place from Monday 22 August 2022
- If a single applicant applies for a POL, at the discretion of the Principal, an interview may or may not be conducted. The Principal will discuss appointment to the position with the applicant.
- Interview panels will consist of the Principal and one or more members of the Leadership Team. The Principal will chair the panel.

Post Interview

- The Principal will notify applicants of the outcome of the interview as soon as possible after the interview. However, with some staff likely to apply for several POLs, this could take some time.
- The outcome will then be confirmed in writing.
- Successful applicants will be issued with a letter of appointment that documents the tenure of the position and conditions of appointment.
- All appointments will be announced to staff via a Principal's Memo.

Tenure

All POL appointments are for three years unless otherwise stated. Within these three years all POL holders will be given the opportunity to participate in an appraisal process (participation would be compulsory for POL 3 and above).

In general, a staff member can only hold one Position of Leadership. However, if a POL cannot be filled or two skill sets can only be found in one person, the Principal may override this.

Ideally most Positions of Leadership would be best filled by full-time staff, but part-time staff (with a minimum of 0.8 FTE) will be considered. All appointments are at the discretion of the Principal.

From 2023, each Position of Leadership can only be held by the same person for a maximum of three terms. This clause will not be retrospective.

Allowance

The allowance for POL positions (based on the 2018 Victorian Catholic Schools MEA) is as follows:

POL 1:	\$2,857.89
POL 2:	\$5,793.02
POL 3:	\$8,817.11
POL 4:	\$11,921.04

Key Selection Criteria for Positions of Leadership

In addition to the leadership characteristics outlined earlier, applicants who apply for Positions of Leadership should be able to articulate and demonstrate a commitment to the following selection criteria:

- Understanding of and commitment to the strategic directions of Sacred Heart College
- Ability to articulate the current priorities of the College and to develop an Annual Action Plan based on these
- A range of relevant leadership experiences internally and/or externally
- Excellent communication skills with staff, students, and parents
- A proven capacity for self-reflection
- A commitment to innovation and a culture of ongoing improvement
- Demonstrated organisational and time management skills
- Capacity to model collaboration and to nourish this within your team
- Be supportive of the Principal and the College Leadership Team

2023 – 2025 POL Positions

2023 – 2025 POL Structure	Level	X 75 min	Notes
Director of Faith and Mission	POL 4	20	TBC
Director of Staff	POL 4	20	
Director of Learning Support	POL 4	20	
Head of Senior School (10-12)	POL 4	10+A	HR allowance
Head of Junior School (7-9)	POL 4	10+A	HR allowance
College Daily Organiser (Back-up Timetabler)	POL 3	10	
College Timetabler	POL 3	4 + BR	
Leader of Learning Information	POL 3	8	
VCE Coordinator	POL 3	8	
Year Level Leader - Year 7	POL 3	6+A	HR allowance
Year Level Leader – Year 8	POL 3	6+A	HR allowance
Year Level Leader - Year 9	POL 3	6+A	HR allowance
Year Level Leader – Year 10	POL 3	6+A	HR allowance
Year Level Leader – Year 11	POL 3	6+A	HR allowance
Year Level Leader – Year 12	POL 3	6+A	HR allowance
English Learning Area Leader (LAL)	POL 3	6	
Languages Learning Area Leader (LAL)	POL 3	6	
Mathematics Learning Area Leader (LAL)	POL 3	6	
Science Learning Area Leader (LAL)	POL 3	6	
Humanities Learning Area Leader (LAL)	POL 3	6	
The Arts Learning Area Leader (LAL)	POL 3	6	
Health Physical Education Learning Area Leader (LAL)	POL 3	6	
Technologies Learning Area Leader (LAL)	POL 3	6	
Religious Education Learning Area Leader (LAL)	POL 3	8	
Head of Learning	POL 2	6	HR allowance
Applied Learning Coordinator	POL 2	6	
Transition Coordinator	POL 2	3 + BR	
Learning Enhancement Leader	POL 2	3	
Learning Operations Coordinator	POL 2	6 + BR	
Sports/House Coordinator	POL 2	6	
Camps Coordinator	POL 2	8 + BR	
Justice & Service Coordinator	POL 1	5	
Camp Campaspe Facilitator (Holiday Period)	POL 1	BR	
Debating	POL 1	1	
Music Performance	POL 1	3	
Performing Arts	POL 1	3	

BR = Block release / part or whole day(s).

+ A = Plus Assembly period on load allowance.

HR allowance = 2 ppc but still available for HR as last resort.

Director Of Faith & Mission

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizen

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Leadership Responsibilities

As a member of the College's Leadership Team, the Director of Faith and Mission has shares leadership responsibilities across all aspects of College life: Catholic Identity, Learning and Teaching, Student Wellbeing, Leadership and Management, and Community Engagement. These shared leadership responsibilities include:

- Providing informed, robust, and honest advice to the College Principal in matters considered by the College Leadership Team.
- Ensuring that consideration of the College’s Vision, Mission and Strategic Plan are paramount in the decisions and procedures of the College Leadership Team.
- Giving witness to a spirit of loyalty and confidentiality in respect to the decisions and discussions within the College Leadership Team.
- Modelling authentic and respectful relationships in all dealings with other members of the College Leadership Team.

The Director of Faith and Mission’s specific areas of responsibility are:

- With the College Principal provide key leadership across areas of Catholic identity and Faith Development at Sacred Heart College.
- To provide leadership and support for the Catholic Identity team and their responsibilities for Religious Education and the College’s justice and service programs.
- With the Principal have particular responsibility for nourishing the living spirit of the Mercy charism across all aspects of Sacred Heart College.
- To provide leadership for all aspects of the College’s liturgical life and Retreat program.
- To continue to nourish the College’s relationships with our local parishes, parish priests and community organisations.

Child Safe Responsibilities

The Director of Faith and Mission is expected to act always to protect the safety and wellbeing of children and young people.

Areas of Responsibility

The following duties are aligned to the major areas of responsibility:

<p>1. Leadership across areas of Catholic identity and Faith Development at Sacred Heart College</p>	<p>With the College Principal provide key leadership across areas of Catholic identity and Faith Development at Sacred Heart College.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Providing leadership across all aspects of school life that highlights and embeds the College’s Catholic Identity as the foundation of our mission. • Modelling leadership that is servant-based and Christ-centred. • Providing leadership and support to celebrate and promote the fundamental role that the Mercy charism and the life of Catherine McAuley has at Sacred Heart College. • Providing leadership that ensures the contemporary perspectives offered by the Enhancing Catholic School Identity (ECSI) project inform and challenge all aspects of College life. • Ensuring that programs, roles, and initiatives across the College reflect and integrate its Catholic Identity and Mercy traditions.
---	--

	<ul style="list-style-type: none"> • Leading the College’s practice of, and education in, reflection and prayer opportunities. • Supporting the work of the Principal and Director of Staff directed towards achieving Accreditation for all teaching staff. • Leading the involvement of students and staff in local, national, and international religious and social justice events such as Seeds of Justice, AMSSA conferences, Mercy pilgrimages to Dublin, Australian Catholic Youth Festivals, etc. • Exploring and, if necessary, leading the development and facilitation of an overseas social justice immersion trip. • Liaising with other senior staff to approve all fundraising initiatives by Sacred Heart College students and staff.
<p>2. Leadership and support for the Catholic Identity team</p>	<p>To provide leadership and support for the Catholic Identity team and their responsibilities for Religious Education and the College’s Justice and Service programs.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Having particular responsibility for leading the College’s response to the Catholic Identity aspects of the College’s Strategic Plan. • Leading the College’s Catholic Identity team and the responses of this team and the Religious Education staff to current College priorities. • Directly supporting the work of the Religious Education Learning Area Leader in the ongoing development, implementation and evaluation of Religious Education learning and teaching programs. • Supporting the leadership of the Justice and Service Coordinator particularly in major initiatives such as Indigenous Reconciliation, Jarlmadangah, Christian Outreach, Ecological Sustainability, etc.
<p>3. Leadership for all aspects of the College’s liturgical life and Retreat program</p>	<p>To provide leadership for all aspects of the College’s liturgical life and Retreat program.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Leading and overseeing all aspects of the liturgical life of the Sacred Heart College community. • Ensuring the liturgical life of the College is rich and meaningful for students, staff, and the broader College community. • Explicitly leading major College liturgical celebrations. • Nourishing and modelling the importance of prayer and reflection to staff, students, and the broader College community.

	<ul style="list-style-type: none"> • Supporting teachers and staff in the preparation of classroom prayer tables and sacred spaces. • Leading the College’s Retreat and Reflection Day program ensuring it is authentic, engaging and reflects contemporary learning in faith development. • Providing appropriate resources to nourish the liturgical life of the College including classroom sacred spaces, religious iconography, and Mercy symbolism. • Managing the use and resources of the Sacred Heart College Chapel.
4. Nourish the College’s relationships with our local parishes, Mercy Education, and community organisations	<p>To continue to nourish the College’s relationships with our local parishes, Mercy Education, and community organisations.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Leading and nourishing the College’s relationships with the College chaplains and Catholic feeder parishes. • Exploring all opportunities to support the active involvement of the College chaplains in all aspects of Sacred Heart College life. • Leading and supporting various Catholic Education Melbourne programs and activities on behalf of Sacred Heart College. • Leading and supporting various Mercy Education Limited programs and activities (Mercy network days, Seeds of Justice events, etc) on behalf of Sacred Heart College. • Working cooperatively with other faith leaders in Melbourne Archdiocesan and, particularly, Mercy Education schools.
Team Memberships	<ul style="list-style-type: none"> • College Leadership Team • Catholic Identity Team
Reporting	The Director of Faith and Mission reports directly to the College Principal.

Previous Document: July 2019
Reviewed: July 2022
Next Review: 2025

Director Of Staff

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Leadership Responsibilities

As a member of the College's Leadership Team, the Director of Staff has shared leadership responsibilities across all aspects of College life: Catholic Identity, Learning and Teaching, Student Wellbeing, Leadership and Management, and Community Engagement. These shared leadership responsibilities include:

- Providing informed, robust, and honest advice to the College Principal in all matters affecting Sacred Heart.
- Ensuring that consideration of the College's Vision, Mission, and Strategic Plan (2022 – 2025) are paramount in the decisions and procedures of the College Leadership Team.
- Giving witness to a spirit of loyalty and confidentiality in respect to the decisions and discussions within the College Leadership Team.
- Modelling authentic and respectful relationships in all dealings with members of the College Leadership Team.

The Director of Staff's specific areas of responsibility are:

- With the College Leadership Team provide key leadership across all areas of Staff Development, Staff Performance and Professional Learning.
- To provide particular leadership and support in the areas of Staff Wellbeing
- To oversee the College's induction programs and ongoing support for all new, graduate, and pre-service teachers.
- To support the efficient and effective operation of the College in areas such as the College calendar, meetings, and PL days.

With the Business Manager and other line managers, the Director of Staff has particular responsibility for supporting the wellbeing, professional development, and leadership of non-teaching staff.

The following duties are aligned to the major areas of responsibility:

1. Leadership across areas of Staff Development and Professional Learning at Sacred Heart College	With the College Leadership Team provide key leadership across all areas of Staff Development, Staff Performance and Professional Learning. Achieving this includes: <ul style="list-style-type: none">• Leading the College's responses to the short, medium, and long-term Professional Learning priorities for staff (teaching and non-teaching).• Developing and implementing a consistent and robust process for documenting and resourcing annual staff professional learning plans.• With relevant Learning Area Leaders, lead the Performance Development program ensuring that it provides outstanding opportunities for professional development, peer support and self-reflection.• Overseeing the College's Annual Review Meeting (ARM) processes (or programs that substitute for this) ensuring they provide authentic opportunities for self-reflection and improvement.• Supporting the Principal and other senior leaders to manage staff performance issues.
--	---

	<ul style="list-style-type: none"> • Supporting the Principal in responding to complaints lodged by staff through the Mercy Education Complaints process. • Ensuring that the College’s structures and professional learning programs support the growth of aspirant and existing leaders. • Providing key support for College leaders and staff by maintaining knowledge of systemic frameworks that promote excellence in educational leadership and pedagogy. • Overseeing the professional learning programs required to meet contemporary compliance, Child Safety, OHS and other needs.
<p>2. Leadership and support in the area of Staff Wellbeing</p>	<p>To provide particular leadership and support in the area of Staff Wellbeing.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Leading the provision of opportunities for all staff to nourish their wellbeing – spiritually, emotionally, socially, and physically. • Providing staff with confidential and supportive support in all circumstances including when staff face challenging issues with College leadership. • Modelling an authentic and holistic work/life balance. • Managing the College’s meeting and professional learning calendars to balance learning, teaching, and operational priorities with staff wellbeing. • With the Business Manager, supporting staff returning to the College especially in respect of Return-to-Work circumstances and/or parental leave. • With other senior staff, conducting exit interviews with staff leaving the College.
<p>3. Oversee the College’s induction programs and ongoing support for all new, graduate, and pre-service teachers.</p>	<p>To oversee the College’s induction programs and ongoing support for all new, graduate, and pre-service teachers.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Developing, facilitating, and annually reviewing the College’s Induction program for new staff. • Supporting the Daily Organiser to ensure that all CRTs complete an appropriate and comprehensive Induction program. • Liaising with leaders and outside agencies to ensure that the College Induction program meets all Child Safe, OHS and other regulatory requirements. • Overseeing VIT and other arrangements for graduate teachers teaching at Sacred Heart College.

	<ul style="list-style-type: none"> • Providing leadership and support for all preservice teachers in their time at the College. • Leading the Sacred Heart College mentor program and its support for staff (teaching and non-teaching) across various aspects of College life.
4. Support the efficient and effective operation of the College	<p>To support the efficient and effective operation of the College in areas such as the College calendar, meetings, and PL days.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Membership of the College’s Planning Team that manages all applications for professional learning and activity, camps, and excursions. • Managing the College’s staff meeting agendas and chairing these meetings. • Leading the development and operation of College professional learning days including the beginning and end of year staff programs. • With the Business Manager, providing leadership and support in compliance areas such as Work Cover, Return to Work and Occupational Health and Safety.
Team Memberships	<ul style="list-style-type: none"> • College Leadership Team • Learning and Teaching Executive • Learning Leaders • Planning Team
Reports to:	The Director of Staff reports directly to the College Principal.

Director Of Learning Support

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging, challenging teaching, and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Director of Learning Support's major areas of responsibility are:

- To lead the College's programs that support students with additional needs: learning, social-emotional, physical, or other.
- To lead and manage the College's response to the Nationally Consistent Collection of Data (NCCD) process.
- To lead and manage the College's Learning Support team.
- To provide effective, accurate and comprehensive administrative support for all aspects of Learning Support.

The following duties are aligned to the major areas of responsibility:

1. Lead the College's programs that support students with additional needs	<p>To lead the College's programs that support students with additional needs: learning, social-emotional, physical, or other.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Leading and managing the processes that support the identification of students with additional needs (commencing at the College as well as those already attending).• Ensuring that accurate and comprehensive information is available to all staff about students with additional needs in a timely and easily accessible manner.• Ensuring effective communication occurs between parents, students, staff and, where necessary, external agencies to support the needs of students in their learning and wellbeing.• Facilitating ongoing professional learning for all College staff directed towards developing knowledge of the particular needs of individuals and groups, and possible responses to these needs.• Leading the provision of relevant and contemporary professional learning programs for teachers and LSOs in the areas of differentiated and personalised learning?• Facilitating Student Support Group meetings with students, teachers and parents as required.• Providing key support for the work of the Transition Coordinator and other leaders in supporting the transition of students with additional needs to Sacred Heart College.• Liaising closely with the staff and leadership of primary schools to enable effective and accurate communication about students with additional needs ahead of their transition to the College.• Supporting the work of Senior School staff in identifying and facilitating pathways (in and out of school) for students in Years 9 – 12.• Maintaining an awareness of contemporary practices and initiatives around catering to students with additional needs.
---	--

<p>2. Lead and manage the College's response to the Nationally Consistent Collection of Data (NCCD) process</p>	<p>To lead and manage the College's response to the Nationally Consistent Collection of Data (NCCD) process.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Leading and facilitating the College's annual processes to support the NCCD collection. • Providing clear and timely communications with teachers, LSOs, parents and students on the requirements and opportunities of the NCCD process. • Utilising CEM and other professional networks to ensure that Sacred Heart College's response to the NCCD process remains best practice. • Analysing the annual NCCD data and identifying and exploring trends in this data and potential opportunities/challenges it presents the College.
<p>3. Lead and manage the College's Learning Support team</p>	<p>To lead and manage the College's Learning Support team.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Providing leadership and guidance for the team of Learning Support Officers responsible for supporting students with additional needs. • Working with other senior leaders to determine the provision of LSOs across the school. • Leading the ongoing development of skills across the Learning Support team. • Providing advice to the Principal and Deputy Principal Learning and Teaching on the possible employment needs/challenges for the future.
<p>4. Provide effective, accurate and comprehensive administrative support</p>	<p>To provide effective, accurate and comprehensive administrative support for all aspects of Learning Support.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Support and facilitate the development and recording of Personalised Learning Plans. • Lead and manage the provision of specialised tests and referrals for students with diagnosed or undiagnosed needs. • Where necessary, managing the writing and submission of funding and other requests for systemic authorities to support additional needs programs • Supporting the work of the Learning Enhancement Leader through the provision of appropriate student testing and analysis programs.
<p>Team Membership</p>	<ul style="list-style-type: none"> • Transition Committee
<p>Reports to:</p>	<p>The Director of Learning Support reports to the Deputy Principal - Learning & Teaching</p>

Head Of Senior School (Year 10-12)

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Head of Senior School's major areas of responsibility are:

- To provide leadership and support for the Senior School Level Leaders, the Deputy Principal Wellbeing, and all Senior School staff across all aspects of College life.
- To provide leadership and guidance across all aspects of students' learning, co-curricular and wellbeing development in the Senior School.
- With the Deputy Principal Teaching and Learning and the other Senior School leaders, to provide leadership and support for student learning pathways in Year 10 - 12
- To provide administrative leadership and support for Senior School activities

The following duties are aligned to the major areas of responsibility:

1. Leadership across all aspects of the Sacred Heart College Senior School	<p>The Head of Senior School provides leadership and support for the Senior School Level Leaders, the Deputy Principal Wellbeing, and all Senior School staff across all aspects of College life.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Working with Level Leaders, other relevant POLs, and staff to ensure that all Senior School teaching and learning environments are consistent, productive, and student-centred.• Working directly or in cooperation with others to case-manage students in need:<ul style="list-style-type: none">• In Wellbeing matters• With respect to particular academic progress concerns• Proactively monitoring and supporting student wellbeing.• In consultation with Year Level Leaders and, where necessary, the Deputy Principal Wellbeing manage students' internal and suspension procedures as well as re-entry interviews.• Collaborating with the Director of Learning Support, Careers and Wellbeing staff, VCE/Head of Applied Learning, parents, and other College staff to ensure that all appropriate information in relation to students' individual learning and wellbeing needs is communicated and acted upon.• With the Director of Staff providing guidance and support to build staff capacity and resilience.• Working with parents and carers to support the fundamental educational partnership between school, parents, and students especially in relation to students' educational and vocational pathways.• Ensuring that all opportunities for students to contribute to the ongoing development of the College are encouraged and resourced appropriately.• With the Deputy Principal Wellbeing develop and lead the range of formal student leadership programs in Senior School including the Senior School Cabinet.
---	--

<p>2. Leading the holistic development of students in the Senior School</p>	<p>The Head of Senior School provides leadership and guidance across all aspects of students' learning, co-curricular and wellbeing development in the Senior School.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Developing and maintaining a comprehensive understanding of the individual circumstances of students' needs – academic, wellbeing, physical and social. • Ensuring that the structures and procedures for monitoring student achievement across all areas of school life are effective and efficient. • Being responsible for the appropriate and timely updating of student records (Year 10-12) on SIMON by College staff. • Working with relevant College leaders to ensure that any and all evidence available is used to support the learning and wellbeing development of students in Years 10 - 12. • Working closely with relevant staff, parents, and students to manage subject selection processes (10-11 & 11-12) including change of subject requests. • With the Learning Enhancement Leader, develop and manage all acceleration activities and pathways for Year 10 students. • Liaising with the Learning Operations Coordinator to support students undertaking subjects or units through the Victorian School of Languages or Distance Education.
<p>3. Providing leadership of student learning pathways in Year 10 – 12</p>	<p>With the Deputy Principal Teaching and Learning and the other Senior School leaders, the Head of Senior School has overall responsibility for the variety of learning pathways available to Year 10 – 12 students at Sacred Heart College.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Leading the team of staff responsible for ensuring that the provision of learning pathways for students at Year 10-12 is clear, consistent, and meeting the needs of all stakeholders. • Liaising as needed with all involved in the development and facilitation of these learning pathways including: <ul style="list-style-type: none"> • Deputy Principal Learning and Teaching • VCE Coordinator • Head of Applied Learning • VET Coordinator • Senior School Level Leaders • Careers staff • Director of Learning Support • Outside agencies • Working with the Learning Enhancement Coordinator, VCE Coordinator, other staff, students, and parents to provide acceleration pathways into VCE and University extension units.

	<ul style="list-style-type: none"> Particular responsibility for the transition arrangements for all Year 10-12 students commencing at Sacred Heart College including: <ul style="list-style-type: none"> Liaising with the College Registrar and Business Manager on enrolment details Communicating any special arrangements for learning/wellbeing needs with the Director of Learning Support and the College Wellbeing team Communicating homeroom and other details with the relevant Year Level Leader Leading college tours where necessary Conducting exit interviews with departing students and, where possible, their parents. Providing feedback to the College Transition Committee on the nature of student departures in the Senior School and trends/issues in this area.
4. Senior School Administration	<p>The Head of Senior School provides administrative leadership and support for Senior School activities.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> Supporting and, where appropriate, taking the lead role in the organisation and supervision of major events across Years 10-12. This would normally be in concert with Year Level Leaders, College senior staff and other College staff (e.g., Subject Selection and Information Nights, Mercy Day, End of Year Activities, Camps/Retreats, Debutante Ball, etc). With the Deputy Principal Wellbeing and Year Level Leaders assist with the organisation of assemblies and presentations/guest speakers. Oversight for the lead up to and election of Senior School Cabinet With Level Leaders and VCE Coordinator having overall responsibility for procedures with respect to student promotion. Oversight of developments affecting the Senior School with SIMON and any other student data sources. Supporting the Learning Operations Coordinator and VCE Coordinator with the provision of and arrangements for examinations at Year 10-12.
Team Memberships	<ul style="list-style-type: none"> Student Wellbeing Team Monthly reports to CLT Transition Team (when required)
Reports to:	The Head of Senior School reports to the Deputy Principal - Student Wellbeing

Head Of Junior School (Year 7-9)

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Head of Junior School's major areas of responsibility are:

- To provide leadership and support for the Junior School Level Leaders, the Deputy Principal Wellbeing, and all Junior School staff across all aspects of College life.
- To provide leadership and guidance across all aspects of students' learning, co-curricular and wellbeing development in the Junior School.
- Provide leadership and support for student enrolments and departures in the Junior School.
- To provide administrative leadership and support for Junior School activities

The following duties are aligned to the major areas of responsibility:

<p>1. Leadership across all aspects of the Sacred Heart College Junior School</p>	<p>The Head of Junior School provides leadership and support for the Junior School Level Leaders, the Deputy Principal Wellbeing, and all Junior School staff across all aspects of College life.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Working with Level Leaders, other relevant POLs, and staff to ensure that all Junior School teaching and learning environments are consistent, productive, and student-centred. • Working directly or in cooperation with others to case-manage students in need: <ul style="list-style-type: none"> • In Wellbeing matters • With respect to particular academic progress concerns • In consultation with Year Level Leaders and, where necessary, the Deputy Principal Wellbeing manage students' internal and suspension procedures as well as re-entry interviews. • Proactively monitoring and supporting student wellbeing. • Collaborating with the Director of Learning Support, parents, and other College staff to ensure that all appropriate information is communicated to, and acted upon, in relation to students' individual learning and wellbeing needs. • With the Director of Staff providing guidance and support to build staff capacity and resilience. • Working with parents and carers to nourish the fundamental educational partnership between school, parents, and students. • Ensuring that all opportunities for students to contribute to the ongoing development of the College are encouraged and resourced appropriately. • With the Deputy Principal Wellbeing developing and leading the range of formal student leadership programs in Junior School including the Junior School Cabinet.
<p>2. Leading the holistic development of students in the Junior School</p>	<p>The Head of Junior School provides leadership and guidance across all aspects of students' learning, co-curricular and wellbeing development in the Junior School.</p>

	<p>Achieving this includes:</p> <ul style="list-style-type: none"> • Developing and maintaining a comprehensive understanding of the individual circumstances of students' needs – academic, wellbeing, physical and social. • Ensuring that the structures and procedures for monitoring student achievement across all areas of school life are effective and efficient. • Being responsible for the appropriate and timely updating of student records (Year 7 – 9) on SIMON by College staff. • Working with the Head of Data Analytics to ensure that any and all evidence available is used to support the learning and wellbeing development of students in the Junior School. • Working closely with relevant staff, parents, and students to manage subject selection processes (Transition, 7-8, 8-9) including change of subject requests. • In association with the Head of Senior School and the VCE and VET Coordinators manage the Year 9-10 Subject Selection process. • With the Learning Enhancement Leader and others, develop and manage all acceleration activities and pathways for Junior School students.
<p>3. Providing enrolment support in the Junior School</p>	<p>The Head of Junior School provides leadership and support for student enrolments and departures in the Junior School.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Membership of the College's Transition Committee and active support for all students entering Sacred Heart College in Year Seven. • Particular responsibility for the transition arrangements for all Year 7-9 students commencing at Sacred Heart College outside of the start of Year 7 including: <ul style="list-style-type: none"> • Liaising with the College Registrar and Business Manager on enrolment details • Coordinating the provision of any special arrangements for learning/wellbeing needs with the Director of Learning Support and the College Wellbeing team • Communicating homeroom and other details with the relevant Year Level Leader • Leading college tours where necessary • Conducting exit interviews with departing students and, where possible, their parents. • With the College Registrar provide feedback to the College Transition Committee on the nature of student departures in the Junior School and trends/issues in this area.
<p>4. Junior School Administration</p>	<p>The Head of Junior School provides administrative leadership and support for Junior School activities.</p> <p>This responsibility includes:</p>

	<ul style="list-style-type: none"> • Supporting and, where appropriate, taking the lead role in the organisation and supervision of major events across Years 7 – 9. This would normally be in concert with Year Level Leaders, College senior staff and other College staff (e.g., Junior School Showcase, Mercy Day, End of Year Activities, Camps, etc). • With the Deputy Principal Wellbeing and Year Level Leaders assisting with the organisation of assemblies and presentations/guest speakers. • Oversight for the lead up to and election of the Junior School Cabinet • Having overall responsibility for procedures with respect to student promotion. • Oversight of developments affecting the Junior School with SIMON and any other student data sources. • Supporting the Learning Operations Coordinator with the provision of and arrangements for examinations at Year 7 – 9.
Team Memberships	<ul style="list-style-type: none"> • Student Wellbeing Team • Transition Team • Monthly reports to CLT
Reports to:	The Head of Junior School reports to the Deputy Principal – Student Wellbeing

College Daily Organiser (Back-up Timetabler)

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The College Daily Organiser's major areas of responsibility are:

- To ensure the efficient and effective overall operation of the College and, particularly, daily arrangements for students and staff.
- Working as a key member of the College's Planning Team to ensure that staff absences and College activities are managed appropriately.
- To provide strategic leadership across all operational areas of the College to ensure procedures and practices remain innovative and effective.

The following duties are aligned to the major areas of responsibility:

<p>1. Ensure the efficient and effective operation of the College for students and staff</p>	<p>To ensure the efficient and effective overall operation of the College and, particularly, daily arrangements for students and staff.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Working in partnership with the College Timetabler and other leaders in areas such as allocation of learning spaces, examination spaces, yard duties, bus duties, etc. • Leading the provision for staff absences (planned and unplanned) through the engagement of CRTs and other staff. • With the Principal and/or DP Learning and Teaching, leading the employment and induction processes for new CRTs. • Communicating with the College CRT staff on daily and major school events, changes to College policies and procedures. • Managing the Daily Organisation process in an equitable and transparent process, ensuring that the allocation of extras and classes are aligned to College policies and the current Victorian Catholic Schools MEA. • Being responsible for the use and operation of the College's MyExtras program for staff leaving extras. • Leading the Induction processes for new and returning staff with respect to School Operations. • Liaising with the Director of Staff to ensure that all CRTs complete an appropriate and comprehensive Induction program. • Assisting with enrolment interviews for incoming students.
<p>2. Membership of the College's Planning Team</p>	<p>Working as a key member of the College's Planning Team to ensure that staff absences and College activities are managed appropriately.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • As part of the Planning Team ensuring that College activities, camps, excursions, and staff professional development applications are

	<p>valuable, value-for-money and scheduled at appropriate times for all stakeholders.</p> <ul style="list-style-type: none"> • Where necessary, supporting College leaders and staff with major or special College events. • Contributing to the College's review and development of the annual calendar of activities and events. • Acting as reserve College Timetabler.
3. Strategic leadership across all operational areas of the College	<p>To provide strategic leadership across all operational areas of the College to ensure procedures and practices remain innovative and effective.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Monitoring staff absences and the approval of activities, camps, and excursions to identify patterns that may affect student learning to an unacceptable level. • Analysing staff use of electronic systems such as MyExtras and SIMON to ensure that they continue to provide strong learning and teaching outcomes for students and teachers. • As necessary, preparing reports on the allocation of extras, replacements, and trends in staff absences for the Principal and Leadership Team.
Team Membership	<ul style="list-style-type: none"> • Planning Team
Reports to:	The Daily Organiser reports to the Deputy Principal - Learning and Teaching

College Timetabler

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The College Timetabler's major areas of responsibility are:

- To provide strategic and administrative leadership in development of the College timetable ensuring that it best meets the College's learning and teaching priorities.
- To maintain an appropriate balance between the College's learning and teaching priorities, financial imperatives, and the best personal/professional outcomes for staff.
- To manage all tasks underlying the completion of staffing and the College Timetable accurately and in a timely fashion.

The following duties are aligned to the major areas of responsibility:

<p>1. Strategic and administrative leadership in development of the College timetable</p>	<p>To provide strategic and administrative leadership in development of the College timetable ensuring that it best meets the College's learning and teaching priorities.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Leading the development, implementation and review of annual and mid-year timetables or other changes as required. • Adjusting the College timetable as required by the Deputy Principal Teaching and Learning reflecting changes in staffing or subject provision. • Ensuring that the College's timetable and staff provisions remain best practice for the needs of students, staff, and the broader College community. • Providing key support for the Principal and Deputy Principal Learning and Teaching in all areas of timetabling and staffing (short- and long-term). • Working with College senior staff to ensure that timetables, loads, rosters, and other information is accurate, comprehensive, and communicated in a timely fashion. • Maintaining a flexibility and openness to innovation and change to ensure that College operations and timetable structures remain contemporary. • Providing support for the Heads of School to facilitate students' subject changes as required • Supporting leaders as required with professional learning in timetabling packages such as Timetabler.
<p>2. Maintaining an appropriate balance between the College's learning and teaching priorities, financial imperatives, and the best personal/professional outcomes for staff.</p>	<p>To maintain an appropriate balance between the College's learning and teaching priorities, financial imperatives, and the best personal/professional outcomes for staff.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Ensuring a comprehensive understanding of the competing interests underlying the preparation of an effective and efficient timetable: • The needs of students (especially in senior years) to be able to access a breadth and depth

	<p>of subjects that enables them to best undertake their individual learning pathways.</p> <ul style="list-style-type: none"> • The needs and talents of teachers given their expressed preferences and considerations such as part-time loads, staff with young families; and • The requirement that the College’s staffing and timetables operates as efficiently as the above parameters allow. • Providing the College Business Manager and Principal real-time data on the current and prospective staffing numbers.
<p>3. Administration of Timetable and associated tasks</p>	<p>To manage all tasks underlying the completion of staffing and the College Timetable accurately and in a timely fashion.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Preparation of College semester timetable • Preparation of additional timetables as necessary • Development of subject blocks • Liaising with SPO on subject selection for VASS enrolments • Allocation of subject teaching areas • Act as reserve Daily Organiser • Support the work of Heads of School, Year Level Leaders, and other staff in developing subject allocations for new and returning students to the College • Provide support as required for the development and operation of the College’s examination periods • Collate staffing and other data as required for the Principal, Business Manager and Deputy Principals
<p>Reports to:</p>	<p>The Timetabler reports to the Deputy Principal -Learning & Teaching</p>

Leader of Learning Information

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

Major Areas of Responsibility

The Leader of Learning Information areas of responsibility are:

- To promote Excellence in the Use of Evidence-based Pedagogy
- To lead the ongoing development and use of data collection, analysis, and response initiatives at Sacred Heart College.

The following duties are aligned to the major areas of responsibility:

<p>1. Promoting Excellence in the Use of Evidence-based Pedagogy</p>	<p>The Leader of Learning Information provides leadership that ensures comprehensive and sophisticated evidence-based pedagogy</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Developing authentic relationships with teaching and non-teaching staff that support and promote collaboration, a spirit of collegiality, risk-taking and open dialogue. • Supporting teachers to explore and implement the variety of data sources (qualitative and quantitative) that are available through SIMON. • Working closely with Learning Area Leaders and Teachers to support the understanding and implementation of evidence-based responses to learning and teaching priorities in their areas. • Creating user guides to assist teachers and staff to better utilise and explore all forms of educational data. • Support the development of teaching and learning resources that seek to address areas of concern identified by student learning data.
---	--

	<ul style="list-style-type: none"> • Support teachers and other staff to enable the accurate and comprehensive transfer of all data onto SIMON. • Exploring current and future technology that supports effective feedback for all involved in the learning and teaching process.
2. Leading the ongoing development and use of data collection, analysis, and response initiatives at Sacred Heart College.	<p>The Leader of Learning Information leads the ongoing development and use of data collection, analysis, and response initiatives at Sacred Heart College.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Bringing passion, energy, and a genuine love of teaching to the role. • Ensuring that all learning systems and classroom digital platforms are best practice. • To inform the College's Leadership of key trends in educational outcomes from a variety of perspectives: <ul style="list-style-type: none"> • Whole school • Year level • Learning area • Class • Liaising with SIMON, RTG and other digital platforms to ensure that data analytics at Sacred Heart is best practice. • Lead the analysis of all student data (NAPLAN, PAT, etc) for teaching staff, middle leaders, CLT and the Sacred Heart College community. • Work with the Deputy Principal Learning and Teaching and Head of Learning Operations to continue to update reporting systems.
Team Memberships	<ul style="list-style-type: none"> • Learning Area Leaders
Reports to:	The Leader of Learning Information reports to the Deputy Principal – Learning & Teaching

VCE Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The VCE Coordinator's major areas of responsibility are:

- To provide leadership across all areas of the College's provision of the Victorian Certificate of Education (VCE) including VCE – Vocational Major.
- With the Deputy Principal Learning and Teaching lead analysis of and responses to the College's annual VCE results.
- To provide administrative leadership to support the effective and efficient management of all VCE processes and communications at Sacred Heart College.

The following duties are aligned to the major areas of responsibility:

<p>1. Leadership across all areas of the College's provision of the Victorian Certificate of Education (VCE) including VCE – Vocational Major</p>	<p>To provide leadership across all areas of the College's provision of the Victorian Certificate of Education (VCE) including VCE – Vocational Major.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Providing strategic leadership for the College's approaches to teaching and learning programs across all VCE subjects.• Working closely with the Deputy Principal Learning and Teaching and all other Senior School leaders to align VCE protocols and practices with the College's strategic priorities.• Foster and model collaboration between Senior School leaders and VCE teachers to nourish ongoing improvement in the College's VCE learning and teaching practices.• Leading the VCE Panel or other responses to issues or complaints in respect of the delivery and/or completion of VCE subjects.• Maintain a comprehensive understanding of any trends or innovations in school structures and/or resources to nourish improvements in VCE outcomes.• Work closely with the Head of Senior School, other Senior School leaders and other staff to ensure that students are aware of and have access to the subjects and pathways that best meet their learning needs.• Liaising closely with the Year Level Leaders and other Wellbeing staff on students at risk academically.• Liaising closely with the Careers staff, Head of Senior School, and other staff on the support of students across all aspects of the VTAC process.• As needed, supporting interviews with students at risk academically.• Leading and facilitating the professional learning opportunities available for current and aspirant teachers wanting to improve their pedagogical capacity.• With other Senior School leaders providing support for parents directed towards nourishing the partnership between school, home, and students.• Assist with enrolment interviews as needed.
--	--

<p>2. With the Deputy Principal Learning and Teaching lead analysis of and responses to the College's annual VCE results.</p>	<p>With the Deputy Principal Learning and Teaching lead analysis of and responses to the College's annual VCE results.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Maintaining a comprehensive and up-to-date knowledge of all VCAA processes and communications particularly in the area of results, data, and feedback. • With the Deputy Principal Learning and Teaching ensuring that the College's VCE teachers maintain and apply a sophisticated understanding of all sources of feedback on VCE results and performance. • Leading and supporting professional learning opportunities for the College's teachers as a group, in subject teams and individually that explore data analysis and opportunities for student and staff growth.
<p>3. Support the effective and efficient management of all VCE processes and communications</p>	<p>To provide administrative leadership to support the effective and efficient management of all VCE processes and communications at Sacred Heart College.</p> <p>Duties in this area include:</p> <ul style="list-style-type: none"> • Ensuring all VCAA communications are distributed appropriately and in a timely fashion. • Communicating broadly and effectively with students, staff, and parents on all aspects of VCE including SACs, SATs, Assessment Tasks, exam dates, expectations regarding homework, study, and holiday work. • Administering all VCAA regulations as they apply to Sacred Heart College. • Organising and overseeing all VCE exams – GAT, external VCAA exams, internal practice exams • Supporting arrangements for VCE holiday classes. • Maintaining all records necessary to support the VCE Coordinator role. • Supporting the release of all VCE results and analysis. • Review and rewrite VCE policies and procedures as needed.
<p>Team Memberships</p>	<ul style="list-style-type: none"> • Learning Area Leaders
<p>Reports to:</p>	<p>The VCE Coordinator reports to the Deputy Principal - Learning and Teaching</p>

Year Level Leader

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Year Level Leader's major areas of responsibility are:

- To provide leadership and support for all staff and students to ensure a positive, safe, and respectful teaching and learning environment within the year level.
- To work with College Leadership to identify and maintain exemplary standards for homeroom and subject teachers in their responsibilities to students, staff, and parents/carers.
- With the College's Wellbeing Team to have particular responsibility for students at risk.
- To effectively lead and manage the year level's co-curricular activities throughout the year.

The following duties are aligned to the major areas of responsibility:

<p>1. Leadership and support for all staff and students within the year level</p>	<p>To provide leadership and support for all staff and students to ensure a positive, safe, and respectful teaching and learning environment within the year level.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Ensuring that the learning and teaching environment is student-centred, flexible, and based on respectful and authentic relationships. • Together with the relevant Head of School supporting students to flourish through individual case-management of their performance and, where necessary, appropriate interventions. • Modelling the belief that parents, students and the College act as partners to support ongoing improvement. • Supporting the relevant Head of School with entry and exit interviews and the enrolment procedures inherent in these. • Supporting the transition of new and returning students to the year level. • Leading and supporting other leaders in nurturing student voice and empowerment across College life. • Supporting the Heads of School to prepare and, if necessary, review homeroom lists.
<p>2. Setting and maintaining exemplary standards for homeroom and subject teachers across a year level</p>	<p>To work with College Leadership to identify and maintain exemplary standards for homeroom and subject teachers in their responsibilities to students, staff, and parents/carers.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Modelling right relationships in dealings with students, staff, parents, and outside agencies. • Working with staff to identify and implement strategies and activities that promote cohesion across a year level.

	<ul style="list-style-type: none"> • Providing support for staff in their responsibilities for holding students to account with respect to school rules, uniform, punctuality to class, etc. • Leading Year Level meetings and briefings. • Ensuring that parents and families are fully informed about year level activities and priorities. • Facilitating clear and consistent communication with parents and families through appropriate and timely meetings.
3. Particular responsibility for students at risk	<p>With the College's Wellbeing Team to have particular responsibility for students at risk.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • With other senior leaders supporting all interventions for students at risk – academically, physically, or broadly in their personal wellbeing. • Liaising with the College's Wellbeing Team to coordinate support for individual students. • Supporting the Deputy Principal Wellbeing with student support meetings where necessary. • Maintaining an understanding of contemporary responses to students and families at risk. • Identifying and facilitating support for students and families at risk through external and community agencies. • Maintaining clear and consistent records of communications with students, staff, and parents.
4. Manage Year Level activities	<p>To effectively lead and manage the year level's co-curricular activities throughout the year.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Supporting the Camps Coordinator and other staff in the organisation and running of all year level activities, excursions, and camps. • Leading year level assemblies. • Supporting the resourcing of Year Level Pastoral Care periods by homeroom teachers and other staff. • Setting and managing the Year Level budget. • Assisting with enrolment interviews for incoming Year 7 students.
Team Membership	<ul style="list-style-type: none"> • Student Wellbeing
Reports to:	The Year Level Leader reports to the Deputy Principal -Student Wellbeing.

Learning Area Leader

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Learning Area Leader's major areas of responsibility are:

- To provide leadership to support the implementation of the College's learning and teaching priorities as detailed in the 2022-2025 Strategic Plan.
- To foster a love and passion for their learning area amongst staff and students.

- To lead the growth of teaching capacity across the learning area through collaboration, consistency of planning and assessment and self-reflection.
- To manage staff and resources effectively and efficiently across their learning area.

The following duties are aligned to the major areas of responsibility:

<p>1. Lead the implementation of the College's key learning and teaching priorities</p>	<p>To provide leadership to support the implementation of the College's learning and teaching priorities as detailed in the 2022-2025 Strategic Plan.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Leading and modelling a commitment to achieving the College's learning and teaching priorities within the learning area. • Having prime responsibility for leading and facilitating the learning area's commitment to collaboration, collegial planning, and consistency of pedagogy across the learning area. • Giving witness to exemplary teaching practices that promote collaboration, student-centred learning, and effective feedback. • Informed by the learning and teaching priorities within the SHC Strategic Plan 2022-2025, articulating annual goals for the learning area and its teachers. • Overseeing the rigorous and timely completion of curriculum documentation in line with the Year 7 – 10 Victorian Curriculum as well as VCE and VET subjects as appropriate. • Overseeing the assessment and reporting processes across the learning area to ensure consistency and quality control.
<p>2. Foster a love and passion for their learning area</p>	<p>To foster a love and passion for their learning area amongst staff and students.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Being a passionate and informed advocate for the learning area and the opportunities it offers students and staff. • Modelling a love of lifelong learning. • Leading and supporting teachers to explore opportunities that promote continual improvement in learning and teaching outcomes. • With the Learning Enhancement Leader, identifying and developing opportunities to extend highly capable students in the learning area. • Liaising with the Director of Learning Support to provide assistance and direction in the preparation of differentiated and modified learning and teaching resources. • Ensuring that classroom-based teaching and learning is complemented by authentic and engaging co-curricular programs such as guest speakers, excursions, and other activities. • Promoting and celebrating the achievements of students and staff across the learning area. • Ensuring that student feedback is an essential part of all goal setting for the learning area and its staff.

<p>3. Support and challenge teachers to seek continual improvement in learning and teaching outcomes in their learning area</p>	<p>To support and challenge teachers to seek continual improvement in learning and teaching outcomes in their learning area.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Leading and modelling opportunities for professional feedback through peer observation, coaching and appraisal. • Maintaining an extensive knowledge of contemporary professional learning and networking opportunities for teachers in the learning area. • Working closely with the DP Learning and Teaching and Director of Staff to ensure that Learning Area professional learning priorities are included within the College PL plans. • With the Head of Data Analytics, leading and nourishing the effective and comprehensive use of student learning data to inform teaching practice and personalised learning. • Using sophisticated data analysis to identify and support responses to teaching and learning challenges within the learning area.
<p>4. Effectively and efficiently manage staff and resources</p>	<p>To manage staff and resources effectively and efficiently across their learning area.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Preparing for and running learning area meetings as scheduled. • Communicating details of, and providing provisional approval for, professional learning programs in the learning area. • Reviewing and developing curriculum and course documentation for College publications. • Administering Learning Areas in SIMON • Supporting the Deputy Principal Teaching and Learning with annual teaching allocations. • Supporting the College’s senior staff with interviews and the selection of new staff in the learning area. • Supporting the College Induction program for new staff in the learning area. • Lead and support the introduction of new subjects or units within the learning area. • Managing the learning area resources – budget, facilities, equipment, etc. • Where necessary, assisting with Year 7 enrolment interviews.
<p>Team Membership</p>	<ul style="list-style-type: none"> • Learning Area Leaders
<p>Reports to:</p>	<p>The Learning Area Leader reports to the Deputy Principal - Learning & Teaching</p>

Head of Applied Learning

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Head of Applied Learning's major areas of responsibility are:

- To provide leadership across the various applied learning programs offered at Sacred Heart College
- With the Deputy Principal Learning and Teaching nourish the effectiveness and relevance of the College's applied learning programs.
- Provide oversight for the Year 9 LINCS and Year 10 VEIP programs particularly given the importance of these programs as alternate student pathways

The following duties are aligned to the major areas of responsibility:

1. Leadership across the various applied learning programs offered at Sacred Heart College	<p>To provide leadership across the various applied learning programs offered at Sacred Heart College</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Providing strategic leadership for the College's approaches to applied learning programs across all year levels.• Working closely with the Deputy Principal Learning and Teaching and the VCE Coordinator to align VCE-VM protocols and practices with VCAA regulations.• Foster and model collaboration amongst VCE-VM teachers to nourish ongoing improvement in learning and teaching practices.• Maintain a comprehensive understanding of any trends or innovations in school structures and/or resources to nourish improvements in VCE-VM outcomes.• Work closely with the Head of Senior School, VCE Coordinator, relevant Year Level Leaders, and other staff to ensure that students are aware of and have access to the subjects and pathways that best meet their learning needs.• Liaising closely with the Year Level Leaders and other Wellbeing staff on students at risk academically or otherwise.• As needed, supporting interviews with students at risk.• Leading and facilitating the professional learning opportunities available for staff in applied learning.• With other Senior School leaders providing support for parents directed towards nourishing the partnership between school, home, and students.• Assist with enrolment interviews as needed.
2. With the Deputy Principal Learning and Teaching nourish the effectiveness and relevance of the College's applied learning programs.	<p>With the Deputy Principal Learning and Teaching nourishing the effectiveness and relevance of the College's applied learning programs.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Where necessary, working closely with the Director of Learning Support and other learning support staff to ensure VCE-VM programs reflect the needs of all students who undertake them.

	<ul style="list-style-type: none"> Leading and supporting the appropriate use of data and feedback to inform the ongoing improvement of outcomes in applied learning.
3. Provide oversight for the Year 9 LINCS and Year 10 VEIP programs	<p>Provide oversight for the Year 9 LINCS and Year 10 VEIP programs particularly given the importance of these programs as alternate student pathways.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> Having oversight for the LINCS and VEIP programs including responsibility for programs, activities, and review. Supporting the LINCS and VEIP teachers and support staff in the day-to-day delivery of the programs. Where necessary, supporting the processes associated with students moving into these pathways. Ensuring a vertical alignment across the applied learning pathways at Sacred Heart College.
4. Support the effective and efficient management of all VCE-VM processes and communications	<p>In concert with the VCE Coordinator provide administrative leadership to support the effective and efficient management of all VCE-VM processes and communications at Sacred Heart College.</p> <p>Duties in this area include:</p> <ul style="list-style-type: none"> Promoting the VCE-VM program amongst students, parents and staff ensuring accurate and comprehensive information is available during the subject selection process. Supporting the selection processes for students' enrolment in VCE-VM. <p>Where necessary:</p> <ul style="list-style-type: none"> Ensuring timely and accurate completion of all VCE-VM administrative procedures. Leading and supporting the provision of the VCE-VM curriculum components. Liaising closely with the SPO staff on all administrative issues and communications with students, staff, and parents.
Team Memberships	Learning Leaders
Reporting	The Head of Applied Learning reports to the Deputy Principal Learning and Teaching

Transition Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Transition Coordinator's major areas of responsibility are:

- To ensure that transition programs and processes for all students entering Year 7 at Sacred Heart College promote a smooth, positive, and informed transition to secondary education.
- To work with the Head of Junior School and Year Seven Level Leader to support the needs of all students and staff before and during Year Seven.
- Working with the College Registrar to ensure that reciprocal relationships are nourished with MRCEN schools and other local government primary schools.
- To provide the key avenue for parents and carers seeking information and/or support for the individual needs of their child's transition to Sacred Heart College.

The following duties are aligned to the major areas of responsibility:

1. Key responsibility for the Year 7 Transition Program	<p>Working with other Junior School leaders to ensure the provision of an exemplary Year 7 Transition Program.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none">• Working in close partnership with the College Registrar to ensure that all possible information about the needs/circumstances of prospective enrolments is collected, recorded, and distributed effectively to relevant Year 7 staff.• Reviewing the transition program that supports a comprehensive knowledge of each Year 7 student entering Sacred Heart College.• In association with the Head of Junior School and Year Seven Level Leader, facilitating key transition activities including the College's Transition Day, Beginning of Year activities and the Grade 5 student visits.• Liaising with the College's Marketing Team to ensure that effective and adequate publicity and promotions support our enrolment processes and transition programs.
2. Leading the College's Transition Team	<p>The Transition Coordinator leads the College Transition Team in its responsibility to support the needs of all students and staff entering Year Seven.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none">• Chairing the Transition Committee with membership including College Registrar, Head of School (7-9), Director of Learning Support & Year 7 Level Leader.• Having a comprehensive understanding of the nature of the College's relationships with all Catholic feeder primary schools and the importance of partnership in the Transition process.• Working personally with the staff and leaders of primary schools to gather all information available to support transition into Sacred Heart College.• With the College Registrar, ensuring that College staff have access to all available and relevant information about the learning, wellbeing, medical and other needs of all prospective Year 7 students.• Ensuring that the needs of highly able students are documented and passed on to relevant Year 7

	<p>College staff and the College's Learning Enhancement Leader.</p> <ul style="list-style-type: none"> • Supporting the work of the Head of School (7 – 9) and Year 7 Level Leader in developing Year 7 Homeroom lists. • Working with relevant College staff and outside providers to ensure that school systems provide the most effective and efficient access for school staff who are expected to 'know' the students in their classes. • Ensuring that the College's transition programs and processes are subjected annually to robust and comprehensive review.
<p>3. Nourishing effective relationships with Catholic Feeder Primary Schools</p>	<p>With the Principal and the College Registrar, the Transition Coordinator is expected to develop and nourish effective and authentic relationships with the College's Catholic feeder primary schools and their staff.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • With the College Registrar, be the first port of call for all communication between the College's Catholic feeder primary schools and Sacred Heart College, especially in activities involving students in Years 4 – 6. • Working with the leadership and relevant primary school staff to develop and implement systems that facilitate the comprehensive handover of all information for students commencing in Year 7. • Ensuring that specific transition activities such as Junior Chef, Grade 5 students and talks, Domain-specific programs and the various transition days are well documented, organised and meet the needs of all involved.
<p>4. Working with in partnership with Parents</p>	<p>To provide the key avenue for parents and carers seeking information and/or support for the individual needs of their child's transition to Sacred Heart College.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Being the first 'port-of-call' for parents/carers, students, or primary school staff with respect to the particular needs of an incoming Year 7 student. • With other senior College staff, conducting enrolment interviews, as necessary. • Liaising between parents, primary schools, and the Sacred Heart College Year 7 teaching teams with respect to the needs of incoming students. • Where necessary, to assist families and students with financial arrangements associated with enrolment at Sacred Heart College.
<p>Team Membership</p>	<ul style="list-style-type: none"> • Transition Team (Chair)
<p>Reports to:</p>	<p>The Transition Coordinator reports to the Deputy Principal - Student Wellbeing</p>

Learning Enhancement Leader

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Learning Enhancement Leader's major areas of responsibility are:

- To provide leadership and support for programs directed at identifying and extending highly able and gifted students.
- To provide leadership and professional learning for teachers in differentiation strategies for highly able and gifted students.
- To provide administrative leadership and support for activities (within school and externally) catering for highly able and gifted students.

The following duties are aligned to the major areas of responsibility:

<p>1. Leading specific programs to identify and extend highly able students</p>	<p>The Learning Enhancement Leader provides leadership and support for programs directed at extending highly able and gifted students.</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Developing and implementing programs and procedures to identify highly able and gifted students at Sacred Heart College through <ul style="list-style-type: none"> • Working as part of the College Transition Team to collate and record information from parents and primary schools. • Communicating with Year 7 teachers on students identified in class as highly able. • Working with the Head of Data Analytics in the use of data from NAPLAN, PAT, and other tests. • Facilitating the testing of students to ascertain ability levels. • Working with Level Leaders to support the interests of students displaying giftedness in particular areas. • Leading the rollout of such programs and procedures across Years 7 – 10 at Sacred Heart College. • Liaising with Heads of School, Year Level Leaders, and other staff to support the provision of acceleration opportunities for highly able students. • Being a leading advocate for highly able students amongst Sacred Heart College staff and our broader school community. • Exploring and disseminating contemporary best practice in supporting highly able and gifted students in a non-selective school context. • Liaising with MACS and other systemic authorities in relation to the needs of highly able students.
<p>2. Leading teacher development to cater for the needs of highly able and gifted students</p>	<p>The Learning Enhancement Leader provides leadership and professional learning for teachers in differentiation strategies for highly able and gifted students.</p> <p>Achieving this includes:</p>

	<ul style="list-style-type: none"> • Providing specific support for Learning Leaders and teacher looking to review and develop learning and teaching resources to support highly able and gifted students. • Undertake professional reading and networking opportunities to ensure contemporary pedagogical developments in this area inform Sacred Heart College practice. • Supporting the Learning Area Leaders with teaching teams working in the specific area of engaging and challenging highly able and gifted students.
3. Providing Administrative Leadership	<p>The Learning Enhancement Leader provides administrative leadership and support for activities (within school and externally) catering for highly able and gifted students.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Overseeing the testing processes for identifying highly able and gifted students. • Providing resources and expertise to support the development of programs for highly able students. • Working closely with the Learning Area Leaders and teaching teams to support differentiation strategies across a range of subjects. • Supporting Learning Area Leaders with domain-specific programs that target highly able and gifted students such as Maths Challenge, Maths Olympiad, Debating, STEM/STEAM, etc.
Team Memberships	<ul style="list-style-type: none"> • Learning Area Leaders • Transition Team (when required)
Reports to:	The Learning Enhancement Leader reports to the Deputy Principal – Learning and Teaching.

Learning Operations Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Learning Operations Coordinator's major areas of responsibility are:

- To provide leadership and support across a range of Year 7 – 10 learning, teaching, and assessment programs.
- To oversee the efficient and accurate operation of curriculum assessments and platforms such as Year 7 – 10 exams, reports, SIMON, etc.
- To ensure that the College's systems and data sources are most effectively supporting improvements in learning and teaching across Years 7 – 10.

The following duties would be expected of the Learning Operations Coordinator.

	<ul style="list-style-type: none"> • Overseeing the College's NAPLAN testing for Years 7 & 9. • Having responsibility for the College's NAPLAN testing arrangements including all communication with ACARA and other authorities. • Being responsible for communications regarding annual NAPLAN arrangements with the Deputy Principal Learning and Teaching, Heads of School, College's IT staff and other staff. • Downloading NAPLAN reports and uploading as needed onto SIMON Knowledge Banks. • Ensuring that comprehensive rollovers are completed for SIMON at the completion of each semester. • Providing support for Learning Area Leaders for the College's annual PAT testing programs. • Overseeing the College's examination program for Year 7 – 10 students. • With the Learning and Teaching Executive, managing all arrangements for the mid-year and end-of-year examination period. • Liaising with the VCE Coordinator on examination arrangements for Year 10 students who may be undertaking VCE units and examinations. • Overseeing the provision of annual MACSIS surveys for students, parents, and staff. • Providing leadership and support for the collation, access to and effective use of all student data sets on SIMON. • With the Deputy Principal Learning and Teaching managing the College's reporting processes through SIMON. • With the Heads of School, overseeing any Sacred Heart College students who undertake units through Distance Education and/or Victorian School of Languages.
Team Membership	Learning Area Leaders
Reports to:	The Learning Operations Coordinator reports to the Deputy Principal - Learning & Teaching

Sports Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

- Liaise with relevant staff regarding organisation of College Sporting Carnivals, House Challenge Activities, and Interschool Sporting Events.
- Ensure that the varied needs of students are catered for by giving them access to an appropriate range of sports.
- Ensure that very able student competitors have access to advanced competitions.
- Lead and develop the House Captains and Sports Leader to promote student leadership and agency at Sacred Heart College

The following duties are aligned to the major areas of responsibility:

	<ul style="list-style-type: none"> • Administration and coordination of College Swimming Sports, Athletics Sports and Cross Country and related events. • Administration of the Sports Department Budget including equipment. • Accurate and timely completion of all EMS, Risk Assessment, bus bookings and other administration requirement for all sports events. • Liaise with Planning Team to minimise disruption to the Learning and Teaching program. • Organise teams and coaches for Interschool, Swimming, Athletics, Cross Country, and Orienteering. • Coordinate other Interschool Sporting Events, including State Competitions, e.g., Netball, Football, Cycling, Athletics, Cross Country, Swimming etc. • Liaise with the Learning Area Leader for Health & Physical Education in relation to curriculum links and College facilities and equipment. • Attend Sports Association meetings at venue advised by relevant Association Secretaries. • Convene relevant Association Sporting Competitions.
Reports to:	The Year Level Leader reports to the Deputy Principal – Student Wellbeing.

Camps Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

	<ul style="list-style-type: none"> • Deciding, in collaboration with the Deputy Principal – Student Wellbeing and with the approval of the Principal, appropriate staffing for Camps. • Being responsible for the leadership, coordination and support of staff involved in the Camp. • Preparing each Camp budget accurately and efficiently. • Controlling the use of resources, equipment, and expendable materials. • Complying with and ensuring that all risk management assessments have been conducted. • Organising Camps Meetings for students/staff/parents, as relevant. • Liaising with relevant Year Level Leaders about the Camps Program and about any students who will not attend camp (Year Level Leaders have responsibility for administrative matters such as buses and permission forms). • Ensuring that the Principal is kept informed of any developments and of the overall situation of the Camps Program at Sacred Heart College. • Supporting the work of the Languages Learning Area Leader and other staff in risk assessments and other arrangements for overseas Languages trips. • Supporting the work of the Director of Faith and Mission and other staff in investigating a possible Mercy social justice immersion trip overseas. • On an annual basis, working with the relevant Year Level Leader to ensure that all camps are reviewed with areas for improvement identified. • Working closely with the Year 9 Level Leader, Learning Area Leaders, and other leaders to support the planning, operation, and success of the Year 9 Program.
Reports to:	The Camps Coordinator reports to the Deputy Principal – Student Wellbeing and the Deputy Principal – Learning & Teaching

Justice & Service Coordinator

Overview

Important Note

With this role heavily impacted by the interruption of remote school, Covid restrictions and staffing issues this year, the RD has not been reviewed comprehensively. This will be completed by the end of the year with input from Sam Weir, CLT as well as Annie O'Shannessy.

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.

- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The following duties are aligned to the major areas of responsibility:

1. Overall	<p>Students</p> <ul style="list-style-type: none"> • Selecting Justice and Service Student Leaders and Representatives in liaison with the Director of Catholic Identity. • Mentoring these student leaders and supporting them in their social justice initiatives. • Overseeing the Community Service Program in liaison with the Director of Faith and Mission. • Researching future possibilities for an overseas immersion experience for senior students. • Facilitating outreach programs. • Overseeing the annual Camp Campaspe program. • Support the Director of Faith and Mission in the coordination of the Mercy@Work groups at Sacred Heart College. <p>Staff</p> <ul style="list-style-type: none"> • Assisting teaching staff to integrate Catholic social teachings into their curriculum and pedagogy in liaison with the Religious Education Learning Area Leader. • Producing and disseminating social justice curriculum material that can be used by teachers across year levels and learning areas in liaison with the Religious Education Learning Area Leader • Assisting LALs and classroom teachers to access social justice guest speakers appropriate to their subject area and year level throughout the year in liaison with the Religious Education Learning Area Leader. <p>Mercy Networks</p> <ul style="list-style-type: none"> • Representing Sacred Heart College as a member of the Seeds of Justice Steering Committee. • Maintaining relationships between Sacred Heart College and Catholic social outreach organisations which include: McAuley Community Services for Women; Caritas Australia; Mission Australia; Catholic Care; Australian Catholic Migrant and Refugee Office; Australian Catholic Religious Against Trafficking in Humans; CAM Office for Justice and Peace; Aboriginal Catholic Ministry, as a range of organisations relevant to the role. • Receiving, reviewing, and responding to correspondence from outside organisations. <p>Fundraising and Events</p> <ul style="list-style-type: none"> • Working alongside the Director of Faith and Mission to oversee all fundraising activities throughout the school. • Researching and writing grant applications to help finance social justice initiatives.
-------------------	--

	<p>Reconciliation</p> <ul style="list-style-type: none"> • Developing and implementing a school-wide 'Reconciliation Policy.' • Maintaining relationships between Sacred Heart College and Reconciliation Victoria, and Catholic ministries. • Maintaining relationships between Sacred Heart College and VACCA or other associations. • Maintaining relationships between Sacred Heart College and the Nyikina Mangala Community School (Jarlmadangah Community). • Organising the annual Jarlmadangah Journey. • Researching opportunities for local Aboriginal immersion programs. Facilitating and overseeing Sacred Heart Colleges National Reconciliation Week celebrations
Reports to:	The Justice & Service Coordinator reports to the Director of Faith and Mission.

Debating Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

College Vision

Sacred Heart College Kyneton is committed to building an inclusive community that proudly celebrates its faith tradition and Mercy ethos. Our students will aspire to excellence in their studies and will develop a lifelong love of learning as global citizens.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

This area of responsibility includes:

- Debating at Sacred Heart College, including training of junior teams.
- Galway Debating - Sacred Heart College's participation plus hosting and overall organisation of the Galway Debating Competition.
- Frayne Festival (with the English Learning Area Leader)

The following duties are aligned to the major areas of responsibility:

	<ul style="list-style-type: none">• Making phone or e-mail contact to participating Galway schools in early February to ascertain participation for current year.• Develop competition timetable for Senior, Intermediate and Senior levels (Times, topics, judges, and room). This requires two debates per round for each team and two rounds in total.• Book all relevant rooms for competition days• Liaise with College Principal/Secretary to College Principal to speak at opening round and final of the Galway competition.• Send results via phone or e-mail contact after each round and following schedule.• Liaise with preferred College supplier of medals and trophies for winners and runners-up medallions.• Organise for shields to be engraved with winning Galway school name.• Sacred Heart College's involvement in the Mercy Frayne Festival, including training, booking of bus, and sending parent information letters home.• Provide students with the opportunities to learn about debating & developing debating along with public speaking skills.
Reports to:	The Debating Coordinator reports to the Deputy Principal – Learning & Teaching.

Music Performance Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

- To lead the development and growth of the College's Music Performance programs.
- To have particular responsibility for the administration and operation of the Sacred Heart Instrumental Music program.
- To lead and manage broader College initiatives in The Arts as they apply to Instrumental Music and Music Performance.

The following duties sit within the broad responsibilities above:

- Promotion of the College Instrumental Music Program to all incoming and existing students.
- Liaising closely with the Instrumental Music teachers to support a comprehensive music program including strings, brass, woodwind, percussion, keyboard, and voice across both classical and contemporary genres.
- Working in partnership with the College's Leadership and Planning Team to ensure that the Instrumental Music Program and College Operations work efficiently and support each other.
- Working in partnership with the Performing Arts Coordinator and other College leaders to nourish the growth of the Performing Arts at Sacred Heart.
- Leading and supporting the organisation and promotion of music performances, concerts, ensembles, and competitions within the College and externally.
- Where necessary, working closely with the Director of Faith and Mission and relevant Music teachers to support the College liturgical program including Masses.
- Work closely with parents and other community members coordinating the Friends of Music Program.
- Coordinate the use of Music facilities and other areas for external use and/or for events such as the AMEB examinations.
- Liaising with the Principal and Director of Business to support students interested in music but who may be in financial hardship.
- Coordinating the provision and selection of Sacred Heart College Music Scholarships.

College Production

- There is opportunity within this leadership role for the Music Performance Coordinator to have a lead role in the biennial College Musical as Musical Director. Decisions with respect to this would sit with the College Principal and Music Performance Coordinator.
- If appointed to Musical Director, the MPC role would attract an additional one period per cycle time allocation.

Reporting

- The Music Performance Coordinator reports to the Deputy Principal Learning and Teaching.

Performing Arts Coordinator

Overview

All Positions of Leadership at Sacred Heart College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by Catherine McAuley and the Sisters of Mercy.

Each Sacred Heart College staff member is expected to be committed to the core values of Compassion, Respect, Hospitality, Courage, Justice, and Service. However, those given the responsibility of leadership should have these values as their hallmarks for success and achievement.

In their roles, all Sacred Heart College leaders should model servant leadership through the development and nourishing of respectful relationships with all members of the school community – students, staff (teaching and non-teaching), parents and families.

From the Sacred Heart College Strategic Plan (2023-2025)

The mission of Sacred Heart College is to nourish the full flourishing of each student – spiritually, physically, cognitively, emotionally, and socially. This mission challenges Sacred Heart College to pursue excellence in learning and teaching, promote the growth of exemplary models of leadership while ensuring inclusive and safe environments for all.

Strategic Commitments

- Nourishing the Catholic Identity and Mercy heritage of Sacred Heart College through encounter and action.
- Embracing diversity and difference as opportunities to promote the development of each young person
- Continuously improving evidence-based professional practice
- Developing engaging and challenging teaching and learning programs.
- Improving the capacity of all students to exercise agency in their learning
- Creating a safe and inclusive learning environments
- Nourishing a culture of exemplary leadership across all staff
- Ensuring sustainable finances to facilitate capital development and improvements
- Empowering our students and staff to act on issues that impact people and our planet
- Growing reciprocal and effective partnerships with parents, workplaces, and community-based organisations

Major Areas of Responsibility

The Performing Arts Coordinator's major areas of responsibility are:

- Leading the development of the Performing Arts at SHC including Drama, Dance, Voice Choir (as part of the Mercy Frayne Festival), etc.
- Working with the Music Performance Coordinator and other College leaders to showcase all aspects of the College's Performing Arts internally and in the broader community.

In contrast to all other positions of leadership, this role does not have specified responsibilities or duties. Once appointed, the Performing Arts Coordinator would be expected to identify areas for development according to their individual interests, the opportunities available in the College's programs and the input of the student cohort.

There would be an expectation that the Performing Arts Coordinator would be directly involved in the biennial College Production, but the nature of that involvement would be negotiable with the Principal and production team.

The Performing Arts Coordinator would be expected to meet regularly with the Deputy Principal Learning and Teaching.

These meetings would have dual functions:

- Ensuring the development of a range of performing arts opportunities for students at Sacred Heart; and
- Developing this work into a more formal Role Description for the Performing Arts Coordinator. There would be an expectation that this work would be completed in the first twelve months of appointment.

Conditions

The Performing Arts Coordinator is a POL 1 appointment and will receive three periods per cycle. This position reports to the Deputy Principal Learning and Teaching.