



LA SALLE COLLEGE

ROLE DESCRIPTION

Leader of Learning - Careers & Pathways

ACCOUNTABLE TO:	Vice Principal
EMPLOYMENT CONDITIONS:	WA Catholic School Teachers Enterprise Agreement 2023
PROMOTIONAL ALLOWANCE:	Category 1, Level 1

OUR FAITH AND LASALLIAN VALUES

Faith | Excellence | Service

As a College staff, we've been given the gift of nurturing the young minds and hearts of our students and helping them realise their value, individuality and the positive impact they can have on the lives of others. The teachings and values of Christ underpin everything we do, who we are, what we stand for and the actions we take.

Through our programs, teachings, behaviours and actions, we encourage our College community to discover more about the Catholic faith and inspire them to realise their best self and live not by their fears but by their hopes, not by their words but by their deeds.

ROLE OUTLINE

The Leader of Learning – Careers & Pathways works to provide exemplary teaching and learning across their learning area, aligned to the College's Vision for Learning and in respect of our distinct Catholic educational system. The Leader of Learning – Careers & Pathways achieves this through the development of constructive and respectful relationships with all members of our community and actively contributing to the development of Catholic identity and the educational mission of the College.

The Leader of Learning – Careers & Pathways is primarily responsible for the effective leadership of their learning area, they build the capacity of their team and provides leadership of contemporary teaching and learning within the College. They are committed to providing student learning at every level and facilitating the enhancement of student achievement and wellbeing.

Within the role, the Leader of Learning – Careers & Pathways seeks to innovate and implement positive change in their learning area, and the wider College community by working strategically, actively contributing to policy and curriculum design, and creating opportunities for others to think innovatively.

The Leader of Learning – Careers & Pathways will work in collaboration with other key staff to ensure that the College is best preparing students for their future endeavours. This requires the capabilities of educational leadership focused on Catholic identity, strong academic leadership, building relationships and administrative expertise. The Leader of Learning – Careers & Pathways should aim to be an outstanding and innovative educator who engages with staff in implementing the College's Vision and Mission.

The Leader of Learning – Careers & Pathways is responsible to the Vice Principal for the planning and conduct of those aspects of the College's Curriculum, Vocational and Pastoral Care Programs, which will meet the vocational needs of the students and prepare them for their post-school transition.

In a Catholic school, a focus on vocational education is a practical way of contributing to the pastoral care of each student. We recognise that the Leader of Learning – Careers & Pathways has an important place in discovering and developing a student's talents, in partnership with parents, and in providing them with the knowledge to make informed decisions regarding their future career paths.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

KEY ACCOUNTABILITIES

1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Actively leads prayer and works to promote the charism of Saint John Baptist de La Salle and the mission and life of the Catholic Church within the College
- 1.3 Works with the Deputy Principal, Catholic Identity and Mission in supporting the prayer, sacramental and liturgical life of the College and the Evangelisation Plan
- 1.4 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.5 Have completed or have made progress towards completing Accreditation to Teach in a Catholic
- 1.6 School
- 1.7 Ensures that curriculum programs, policies and procedures reflect social justice principles and practices
- 1.8 Provides exemplary Christian and professional leadership for all members of the La Salle College Community

2.0 TEACHING AND LEARNING

- 2.1 Develop a clear vision of the College's Vocational Education & Training (VET) program and explore processes for achieving this vision aligned with the College's Vision for Learning
- 2.2 Demonstrate a working knowledge of current post-school options for graduate students and be able to guide students to successfully achieve their pathway of choice
- 2.3 Be able to articulate current curriculum developments in teaching and learning for students across Years 7 – 12 and construct an agile and engaging VET program that reflects these developments
- 2.4 Actively promotes the College Vision for Learning as the foundational values and principles for learning and teaching
- 2.5 Creates a performance culture of continual improvement across the College characterised by learning gains for all students
- 2.6 Leads the ongoing development of exemplary contemporary teaching, learning and assessment processes, including the effective use of school data from external assessments and diagnostic testing
- 2.7 Works with the Vice Principal and other leaders to promote and implement whole-school

strategies for student learning including for Literacy, Numeracy, ICT, eLearning, Gifted and Talented and Catholic Curriculum

- 2.8 Works to maintain a culture of continual improvement across their department by monitoring and analysing student achievement data and progress, against academic standards, and where required overseeing follow-ups by class
- 2.9 Acts as a critical team member in evaluating the effectiveness of pedagogical practices
- 2.10 Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform and monitor the development and implementation of quality pedagogy

3.0 BUILDING THE CAPACITY OF SELF AND OTHERS

- 3.1 Manage and lead the Futures & Pathways team: VET Coordinator, Careers Advisor, Careers Teachers and Administration staff
- 3.2 Provide professional development opportunities for staff as required, particularly in regard to Certificate IV training and industry experience required to deliver and assess qualifications
- 3.3 Uses a range of strategies that develops the capacity of self and others to engage in the implementation of the College Vision for Learning within their Learning Area
- 3.4 Maintains a high level of awareness of the changing directions of contemporary pedagogy through research, professional reading and engaging with external networks
- 3.5 Works in collaboration with the Vice Principal, the Senior Leadership Team and other middle leaders to establish and implement priorities for professional learning contained in the College Annual Improvement Plan
- 3.6 Initiates strategies for developing a climate for accepting and providing constructive feedback and recognition of achievement, including student's voice
- 3.7 Reviews and disseminates research to assist self and others develop their teaching expertise
- 3.8 Advises College staff on approaches to gaining access to appropriate internal and external networks to support and inform their professional practice and the College improvement journey
- 3.9 Maintains a Professional Growth Plan that includes strategies for skilling in the various accountabilities of the role description and supports professional development goals and career path planning
- 3.10 Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform, monitor and report on the development and implementation of quality pedagogy within the Faculty
- 3.11 Models a culture of reflective practise characterised by robust, evidence-based professional dialogue

4.0 MANAGEMENT WITHIN THE COLLEGE

- 4.1 In collaboration with key staff, lead and maintain the VET program to meet the needs of the students, including oversight of necessary paperwork, AQTF requirements and RTO liaison
- 4.2 Connect and liaise with external agencies and key stakeholders to promote and support pathway and transition opportunities for students, including but not limited to RTOs, TAFE etc.
- 4.3 Support students enrolled in VET courses including the acquisition of funding, protective materials, excursions, certificates and so forth
- 4.4 Review and manage the process for employer workplace visits

- 4.5 Work collaboratively with staff to complete administrative tasks, including but not limited to securing work placement, managing data entry, delivering induction training, liaise between students, RTO's and host workplaces, assist host employers and evaluate programs
- 4.6 Prepare/expend the Learning Area budget/s as approved by the College. This is to be done by maintaining proper accounting records and accountability procedures
- 4.7 Develops and maintains a cohesive, efficient, high performing and professional team focused on improving student learning and outcomes
- 4.8 Encourages, challenges, supports and acts as a mentor to teachers within their department
- 4.9 Effectively communicates with team members and conducts regular team meetings to ensure the continued achievement of departmental goals aligned to the College's Vision for Learning
- 4.10 Monitors and supports the efficacy of team members' classroom practices through regular classroom observations
- 4.11 Works with the Vice Principal to conduct annual growth plans and support the development of their team through appropriate professional learning
- 4.12 Works with the Curriculum Administrator to ensure teacher assessment and reporting practices are consistent with the College Vision for Learning, meet the needs of all stakeholders, and complies with SCSA and Australian Government requirements
- 4.13 Participates in the College budget process to ensure that the needs of their department, including necessary resource upgrades, are appropriately represented in the learning area budget
- 4.14 Exercises appropriate stewardship of College resources
- 4.15 Serves on nominated committees and working parties

5.0 INNOVATION AND STRATEGIC MANAGEMENT

- 5.1 Develops a shared understanding of innovation by supporting and driving idea generation within their department
- 5.2 Undertakes strategic planning to create a culture and practice of continual improvement, transformation and sustainability with a focus on learning outcomes for all students
- 5.3 Assists the Vice Principal to deepen the capacity for strategic thinking, innovation and change management through professional learning opportunities
- 5.4 Builds and maintains working partnerships with tertiary institutions and applicable industry to support student engagement and learning Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College Annual Improvement Plan and Annual Report
- 5.5 Promotes and role-models classroom strategies that maximise student learning by incorporating the principles of contemporary learning (e.g. project-based learning, design thinking and digital technology)

6.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 6.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured effective communication and consultation
- 6.2 Develops and manages initiatives to promote their department and the College to the community

- 6.3 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 6.4 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just

SELECTION CRITERIA

The individual appointed to the position of Leader of Learning – Careers & Pathways must:

- Actively support and role model the ethos and values of a Catholic College
- Have the ability to demonstrate appropriate competencies in the leadership framework within the school environment
- Have completed or have made progress towards completing Accreditation for Middle Leaders in Catholic Schools
- Hold and maintain a current Working with Children Check
- Hold a current registration with the Teachers Registration Board of Western Australia (TRBWA)
- Promote a culture of safety and wellbeing; ensure ongoing support for a child-safe environment
- Support College-wide planning, policy development and decision-making; attend Leadership and College events as required
- Have demonstrated experience in a leadership role that allows for the successful delivery of the key areas of Accountability listed
- Possess a high level of interpersonal and communication skills
- Be committed and supportive of, working in an innovative learning environment
- Demonstrate the capacity to work as a member of a team
- Be willing to be flexible within the unique context of a school environment

DOCUMENT CONTROL

Version: 1.0 Reviewed: Aug 2026 Next Review: Aug 2029 Reviewed By: HR