

## Position Description

<b>POSITION TITLE</b>	Domain Leader
<b>CLASSIFICATION</b>	POL3 (per <i>Victorian Catholic Education Multi Enterprise Agreement 2013</i> )
<b>TIME ALLOWANCE</b>	6 periods - of 32 period cycle
<b>TENURE</b>	2 years
<b>YEAR/S</b>	2018-2019
<b>DATED</b>	28 Jul 2017

### POSITION SUMMARY

Mater Christi College is a Catholic secondary college for girls with over 670 students including international students and over 100 staff, including 75 teaching staff.

The Domain Leader is accountable to the Director of Curriculum and is supported as per MCC levels of decision making. The Domain Leader is a member of the Curriculum & Learning Team. Its working relationships include:

- Deputy Principal
- Director of Curriculum
- Assistant Director of Curriculum
- Faith Development Coordinator
- Education Support Coordinator
- Other Domain Leaders
- Year Learning Coordinators
- Teachers

### KEY ACCOUNTABILITIES

#### Student spiritual, academic, pastoral and community

- Support the Principal and College Executive Team to develop the spiritual, academic, pastoral and community potential of all students at the College
- Actively participate in, support, and demonstrate loyalty to the leadership of the College.

#### Leadership in learning program and teaching activities

- Lead, support and develop best practice in line with current College educational policy
- Respond to and support the Leadership and School Improvement needs of the College as required by the Principal
- Develop and support the quality of teaching and learning in specialist areas across all year levels
- Provide leadership for the improvement and development of curriculum within the domain
- Work with Middle/Senior School Learning Leaders to develop and promote interdisciplinary learning opportunities
- Ensure the documentation and evaluation of subject programs, including summary of units for student subject selection process
- Direct and support staff in assessment and reporting procedures, including monitoring the development and application of rubrics, facilitating moderation between classes and within year levels, and ensuring that members of the domain understand and apply agreed assessment grades
- Support Curriculum & Finance leaders in authorisation and administration of

<b>KEY ACCOUNTABILITIES</b>	
	<p>domain budget</p> <ul style="list-style-type: none"> <li>Facilitate/coordinate promotional activities e.g. Website, eNews, magazine articles, Subject Expo, enrichment activities and subject competitions</li> </ul>
<b>Policies, professional standards and legislative requirements</b>	<ul style="list-style-type: none"> <li>Inspired by the Rule of St Benedict and guided by agreed policies, uphold and implement professional standards and legislative requirements as expected of a College leader, teacher and all staff</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of child safety legislation requirements</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>As directed by the Principal</li> </ul>

<b>SELECTION CRITERIA (AS PER TEACHER MINIMUM)</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> </ul>
<b>Preferred Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Current Teaching qualifications and VIT registration</li> <li>Relevant post graduate studies</li> <li>Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>
<b>Skills / Attributes / Experiences</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to lead for learning improvement, contemporary pedagogies and future educational contexts</li> <li>Demonstrated commitment to/experience in all-girls education with a focus on Mathematics/STEM</li> <li>Demonstrated commitment to innovation in teaching and learning</li> <li>Experience in all levels of secondary Mathematics teaching</li> <li>Ability to contribute to whole school strategic planning and future directions</li> </ul>