

## Position Description

# Leader of Learning and Classroom Practice – Design Technology

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| <b>Purpose of position</b> | The Leader of Learning and Classroom Practice – Design Technology is a member of the College Secondary Curriculum Team and College Classroom Practice Leadership Team and supports the Directors of Differentiated Educational Practice - Secondary with realising the differentiated educational practice strategy of the College. They are entrusted with the responsibility to lead the learning and development of their team in implementing the College's strategic intent through classroom practice. |
| <b>Staff Team</b>          | College Secondary Curriculum Team                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Reporting to</b>        | Deputy Principal of Differentiated Educational Practice                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Location</b>            | Marymede Catholic College and ELC:<br>- Eminence Boulevard, Doreen<br>- 60 Williamsons Road, South Morang                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Classification</b>      | Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Salary and benefits</b> | <ul style="list-style-type: none"> <li>Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>Significant opportunities for professional learning</li> </ul>                                                                                                                                                                                                                                                                                                                              |
| <b>Commencement date</b>   | January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>Employment conditions</b> | <ul style="list-style-type: none"> <li>• Full-time</li> <li>• Position of Leadership Level 3</li> <li>• 12 periods of time release per fortnight in 2026 as the classroom practice professional learning program is implemented</li> <li>• Contract tenure of 1 yearsfor the position of Leader of Learning and Classroom Practice</li> <li>• Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be employed under the Catholic Education Multi Enterprise Agreement 2022</li> <li>• be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul> |
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| <b>Qualifications and experience</b> | <p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in an area of educational practice and/or educational leadership is desirable but not essential.</p> <p>Demonstrated successful experience in educational leadership in educational practice is desirable but not essential.</p> <p>Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p> |
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## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the College Secondary Curriculum Team and College Classroom Practice Leadership Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the Campus implementation of the College's Differentiated Educational Practice strategy
- As the Leader of Learning within the Design Technology Learning Area:
  - lead the development and implementation of differentiated curriculum and assessment and reporting
  - resourcing of the learning program within the learning area across Secondary South Morang and Doreen Campuses
  - lead the team of teachers to implement the College's Differentiated Educational Practice strategy
  - ensure all curriculum is documented in accordance with VCAA requirements and stored using the College's online management system
  - regularly review the learning area curriculum using data
  - ensure that all assessment documentation is documented as expected
  - ensure assessment and reporting practices are implemented
  - monitor that assessments tasks and learning activities are appropriately differentiated
  - prepare information for subject selection documents and presentations
  - oversee the management of annual booklists
  - lead applicable professional services staff who assist with the implementation of the learning program
  - inform teachers about curriculum information from VCAA, ACARA and other relevant bodies
  - ensure that appropriate co-curricular activities related to the learning area run effectively
  - coordinate subject related events and competitions
  - support staff with relevant resources to enhance existing programs
  - oversee the organisation of Domain-based excursions and incursions
  - support the subject selection process
  - support the Principal with the development of teaching allotments within the learning area
- As the Leader of Classroom Practice within the Design Technology Learning Area:
  - contribute to the design of and lead the implementation of evidence-based and psychologically safe professional learning and development programs for educational practitioners in relation to classroom practice

- take responsibility for the learning and development of classroom practice of teachers in their team and support them to implement the four College Directions
- help to ensure that the four College Directions become the lived experience of the students and staff
- assist teachers as they work collaboratively to implement classroom practice reflective of the four College Directions
- facilitate the professional learning and development program which will include practices such as classroom observation, feedback, reflection, collection and sharing of evidence of impact on student engagement and achievement
- Foster student voice and agency in the learning program
- Implement policies and procedures related to educational practice
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets, resource development and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the College's differentiated educational practice strategy
- Facilitate effective professional learning
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description  
updated:**

**October 2025**