Head of Program – Learning Enhancement Centre
Position Description

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<th>Position Title:</th>
<th>Head of Program – Learning Enhancement Centre</th>
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<td>Reports to:</td>
<td>Deputy Principal – Studies</td>
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| Status & Tenure: | Full Time, Fixed Term until 2022  
With another four (4) year extension pending an additional successful appraisal |
| Closing date: | 9:00am, 6 September 2019                   |
| Classification: | Middle Leader Tier 2C  
Catholic Employing Authorities Single Enterprise Collective Agreement –  
Religious Institute Schools of Queensland 2015-2019 (the Collective Agreement) |

THE COLLEGE

With a reputation for academic excellence, St Rita’s College, Clayfield, a Catholic day school for girls in Years 7—12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively. With a talented teaching staff, state-of-the-art facilities and cutting-edge technology, our students learn in a vibrant environment that sparks ideas, inventiveness and imagination. The successful applicant will make a contribution to enhancing our engaging and innovative learning community.

THE ROLE

The Head of the Learning Enhancement Centre (LEC) supports students and staff in learning and academic skill development within the College, with a particular focus on students in the senior years of schooling.

The Head of the Learning Enhancement Centre will work under the direction of the Deputy Principal – Studies, Assistant Principal – Learning and Teaching and will work collaboratively with the Head of Library to support learners within the St Rita’s community in a whole school approach to learning, underpinned by the Lantern Learning Model. The study and skill development will focus on:

- organisational abilities and technical learning skills
- focussed engagement with learning
- individualised support and effective use of study periods
- an understanding of the senior phase of learning
- developing successful study habits both at home and at school
- opportunities to work alongside high performing Past Scholars to develop effective study habits and mindsets
- preparation for learning beyond schooling

DUTIES:
Duties undertaken by the position include, but are not limited to:
Academic skills development

- Work in collaboration with the Head of Library to develop and deliver a school-wide approach to study skills, research and organisation, informed by Lantern Learning and underpinned by the latest evidence
- Develop and conduct student workshops and resources to improve explicit skills eg. Summarising, Homework Organisation, Motivation and Wellbeing
- Collaborate with Head of Library and Heads of Faculty to identify students with specific issues with research, skill development and/or examination preparation
- Working in conjunction with Head of Library, Heads of Faculty to support what is happening in the classroom with discipline specific assessment skills
- Support students in understanding requirements of Instrument Specific Marking Guides (ISMGs)
- Assist students with understanding the level and type of cognition required for learning tasks as identified by the cognitive verbs and Lantern Learning
- Identify students requiring additional wellbeing or learning support in senior schooling and liaise with Head of Diverse Learning Needs, Head of House and/or Guidance Counsellors
- Assist with the formation of study networks and develop individual study plans (as required)
- Develop and organise past scholars to conduct workshops and tutorials with senior students, in line with our study program, Lantern Learning and identified needs of students
- Work in collaboration with Deputy Principal – Studies, Assistant Principal – Learning and Teaching, Head of Library, to support what is happening in the classroom with discipline specific assessment skills

Teacher skills development

- Work in collaboration with Deputy Principal – Studies, Assistant Principal – Learning and Teaching, Head of Library, to develop and implement staff Learning Conferences and networks reflective of technological and curriculum changes
- Support the Head of Library to assist with:
  - developing highly-effective academic skills in teaching staff eg. Research skills, referencing and stylistic conventions to suit new literacies and formats and Blog posts
  - Applying academic skills to their teaching and learning practices in alignment with the school-wide approach to study skills

Monitoring and leading senior students

- Provide close supervision and monitoring of students assigned for study periods ensuring appropriate standards of behaviour and productive use of time. eg Students coming prepared to each lesson with goals to achieve
- To use Learning Analytics to monitor Learning Engagement and student achievement
- Liaise with subject teachers, Heads of Faculty/Programs, House Group teachers, Heads of House and Guidance Counsellors in relation to matters of concern regarding student participation in study periods, academic performance or in completion of tasks, with targeted intervention to address concerns
- In collaboration with Heads of Faculty, develop and curate a resource bank of past examinations and practice questions
- Work with Head of Administration to supervise catch-up examinations as required

Planning and Communication

- Liaison with teachers/parents/carers as required
- Promote study skills strategies in Verbis for parents
- Deliver parent/guardian group sessions on supporting their daughter’s study skills
- Annual student survey and analysis to inform program improvements and future directions
ADDITIONAL REQUIREMENTS

- Current Queensland College of Teachers Registration
- Currently active within a Professional Learning Network
- Relevant post-graduate study and/or experience in a similar field
- Experience advising, counselling, teaching and modelling successful learning behaviours
- Demonstrated ability to work collaboratively with staff, parents and students
- Assistance and coordination of school programs and events as determined by the Principal.

WORKING CONDITIONS

- After the completion of an appointment period of eight (8) years, the employing authority may at its discretion advertise the position.
- Terms and conditions are in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019

HOW TO APPLY

Please apply via seek -