



College Head of Literacy Years P - 12
Keilor and Taylors Lakes Campus
Tenure: 1 February 2018 until 31 January 2021
Closing date for applications: 7 August, 2017

Position Description

Position objectives:

The College Head of Literacy will serve the critical role of developing College wide leadership in P-12 literacy. The College Head of Literacy will lead, co-ordinate and monitor academic staff, students and programs in Literacy Education (Prep – Year 12) in accordance with the College strategic direction.

Organisational relationships:

- This position is accountable to the Principal through the Head of Pedagogy and Learning
- Internal liaisons of this position are: Heads and Deputy Heads of Schools, Years 5 – 12 Heads of Faculty, Years Prep – 12 Heads of Faculty, curriculum and pedagogical leaders within each School.

Key responsibilities:

- Identify, acknowledge and promote literacy teaching excellence and to improve student outcomes
- Develop and oversee a P – 12 literacy program across the curriculum
- Analyse data to assist in the monitoring of educational progress of all students in regard to literacy skills and programs
- Direct the implementation of curriculum and instructional strategies that create a clear pathway for success for all students
- Research and evaluate current literacy practices and engage in appropriate Professional Learning in order to disseminate current literacy research within the College
- Collaborate with colleagues on short, medium and long term planning in literacy, initiate appropriate professional development for colleagues and develop initiatives which will enhance teaching approaches to literacy
- Facilitate College Professional Learning workshops as part of ongoing training for academic staff
- Liaise with the College Head of Learning Development and Support
- Collaborate across faculties to ensure alignment and coherence; facilitate and coordinate key activities across faculties
- Carry out any other duties as directed by the Head of Pedagogy and Learning, a Head of Campus or Principal.

Qualifications

- Qualifications to teach in Victorian Schools
- Relevant qualifications at Master's level will be highly regarded

Key qualities

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following key qualities:

- Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.
- Capacity to use analytical skills to contribute to educational outcomes.
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.

Relevant skills, knowledge and experience

- A strong knowledge of literacy across the curriculum Prep – Year 12 and understand and appreciate the complexity and significance of the literacy landscape i.e. What does literacy entail? How important are literacy skills in the 21st century?
- The ability to work independently to source knowledge and learn about effective literacy practices, strategies and tools.
- A passion to read widely and offer strong ideas, which are based on good research.
- Strong organisational skills and the ability to work with a wide range of academic staff and students.

Performance Management

In relation to setting goals, managing performance and program accountability, the Head of Pedagogy and Learning will establish key performance indicators (KPIs) with the College Head of Literacy, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

Allowances

This position of responsibility attracts a time allowance of 1200 minutes per two-week cycle and a monetary allowance at POR Level 4 (\$9,408 in 2017).

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children,

children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Pedagogy and Learning. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form. Applications for teaching positions which do not include evidence of registration or evidence of an application for registration with the Victorian Institute of Teachers (VIT) will not be considered.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about the College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values: Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

- Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.