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<b>Position Title:</b>	<b>Head of Student Enrichment Programs (SEP)</b>
<b>Prepared:</b>	<b>October 2020</b>
<b>Reports to:</b>	<b>Director of Academic Development</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Purpose

The Head of Student Enrichment Programs (SEP) is responsible for coordinating a variety of enrichment programs offered as part of the curriculum and cocurricular programs at St Leonards College.

The Head of Student Enrichment Programs will report to the Director of Academic Development and liaise with Director of Cocurriculum, Heads of Faculty, Heads of House and Heads of Year in order to identify suitable candidates for a range of external programs including but not limited to the da Vinci Decathlon, Future Problem Solving and Tournament of Minds.

The College is looking to extend its Enrichment program to offer a range of programs for students in years 3 to 10 and the successful candidate will be responsible for spearheading this growth and development.

### Position Status

The teaching component of this position is permanent although the Head of Student Enrichment Programs, as with the majority of positions of responsibility at the College, is a tenured position for three years.

Currently this is a part time position, FTE (full time equivalent) 0.70, as a minimum, which is negotiable.

The role includes teaching a semester of Year 8 Future Problem Solving with the possibility of teaching in another area of expertise.

### Reporting Relationships

The Head of Student Enrichment Programs reports to the Director of Academic Development and is ultimately responsible to the Principal.

### Duties And Responsibilities

- Oversee and coordinate extension programs available for students in years 3 to 10.
- Liaise with students, staff and parents regarding the extension activities available for students.
- Liaise with teaching staff in the identification of students requiring academic extension.
- Monitor, track and review academic progress of students identified for extension.
- Provide support and resources to classroom teachers in meeting the needs of talented students.
- Maintain up to date student records and support the use data for informed decision-making. This may include the administering of diagnostic testing as part of the College's testing schedule.
- Participate in appropriate academic extension, personalised learning and professional activities in the broader educational community, attend workshops, be informed of current research and practice.
- Develop partnerships with relevant organisations and institutions and communicate this information to colleagues.
- Supervise preparation for external competitions and coordinate team entries, preparation and travel.
- Promote extension and personalised learning beyond the classroom through technology.
- Any other tasks as deemed appropriate.

## Key Selection Criteria

- Expert knowledge and experience managing academic extension/ gifted and talented programs including Tournament of Minds, DaVinci Decathlon and Future Problem Solving.
- Excellent knowledge of contemporary practice/themes in gifted and talented education.
- Capacity to use technology creatively to increase opportunities and to meet the needs of students requiring academic extension.
- Expert teaching skills and excellent technological literacy across a range of applications.
- High level written and verbal communication skills.
- Excellent interpersonal skills and the capacity to establish a good rapport with staff and students throughout all year levels of the College.
- Ability to work and contribute to a team situation and to be proactive and take initiative.
- Excellent organisational, administrative and communication skills.
- Demonstrated proficiency in the use of student data management software including Synergetic.

## Overview of Teaching at The College

All faculties consist of dedicated teams of professionals who promote individual growth in the academic understanding of their students. They work closely in teams to develop differentiated programs that provide support and extension where needed. A typical lesson will provide inspiration, rigour, and stimulate curiosity and critical thinking. St Leonard's College has a culture of academic excellence which is driven by its motivated staff and supported by students' involvement in other opportunities to supplement and extend their learning beyond the classroom.

The successful applicant will be passionate about teaching and learning and be able to inspire their students. They will know the current research on best pedagogical practices and be able to work in a team, share resources and ideas, and be able to communicate clearly with students and their parents. They will promote a growth mindset and focus on each student's learning pathway, having strategies to determine their entry level and assess what each student needs to do in order to display growth in the student's learning. They will be competent users of technology to support their organisational and pedagogical practices.

Teachers are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

## Other Functions & Responsibilities

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice;

- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behaviour and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

### **General Responsibilities**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

### **Child Safe Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified