

# Lifestyle & Independent Living Leader Position Information Document



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<b>Name</b>	
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<b>Classification</b>	Permanent Teacher POR 1 (Fixed Term)
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<b>Commencement</b>	
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<b>Tenure</b>	The POR 1 component is a fixed 1 (one) year term
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<b>Salary</b>	Teacher salary at appropriate step, plus Band 2 POR 1 allowance for fixed term appointment, as per the current South Australian Catholic Schools Enterprise Agreement.
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<b>Release Time</b>	Minimum of 4 lessons per week
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<b>Screening</b>	Please note the position is subject to an ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment.
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<b>Special Requirements</b>	Teaching qualifications and significant teaching experience are essential.  Release time and this PID may be amended as needed based on the College's strategic needs.  Some out of hours work is required.  Perform any other duties as directed by the Principal.
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## ST PATRICK'S TECHNICAL COLLEGE

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**“WE ARE  
UNIQUE** | YR 10-12  
EDUCATION  
TRAINING  
APPRENTICESHIP  
PATHWAYS ”

## COLLEGE VISION

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

## COLLEGE MISSION

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

## COLLEGE VALUES

As a Catholic Vocational College caring for young adults we live our story by

### **Welcome**

Welcoming all to our learning community

### **Hope**

Offering hope and a sense of purpose to all

### **Serve**

Valuing and serving others

### **Respect**

Respecting ourselves and our environments

### **Celebrate**

Developing and celebrating each person's unique talents

## POSITION OBJECTIVE/SUMMARY

The Lifestyle and Independent Living Leader (LIL) leads and manages the pedagogy, curriculum trends, assessment and reporting processes and outcomes in their respective teaching and learning area. They play a key role in the curriculum affairs of the College and contribute to building the learning culture.

Learning Area Leaders are responsible for:

- Highlighting the relevance of each subject to careers and pathways through clear connections to trade and industry
- Ensuring excellence in teaching and learning across their assigned subjects
- Making explicit links between SACE/Australian Curriculum subjects and VET courses.

To prepare students for SACE completion and effective industry participation, Learning Area Leaders ensure a culture of high expectations, supporting the belief that all students can learn, progress and achieve.

Working with the HTL, Learning Area Leaders develop common understandings of effective teaching, learning, assessment and pedagogical practices. They design and deliver a curriculum that meets the diverse learning needs of all students.

Our educational philosophy centres on helping young adults to **identify** and **explore** their strengths, talents and interests. As the young adults discover their first career interest, they receive support to **grow/develop/learn** in their chosen field.

To succeed in this role, one must genuinely believe in the boundless potential of every young adult, demanding a commitment to fostering their talents and guiding them to become work-ready individuals highly sought-after in the job market and beyond.

## KEY WORKING RELATIONSHIPS

The LIL reports to the Principal through the Head of Teaching & Learning (HTL) and works closely with:

- College Executive Leadership Team
- Learning Area Leaders
- Head of Students & Wellbeing
- Students & Wellbeing Leaders
- Subject Teachers
- Industry Team
- Inclusive Education Team
- Staff
- Students, families and the wider community
- Employers, Businesses, Industry Organisations & Networks
- RTOs and their personnel
- Relevant Catholic Education Office (CEO) and CESA Staff
- Other Education Providers
- Other Relevant Stakeholders

## MIDDLE LEADERSHIP

As a middle leader, the LIL shares responsibility for:

- **Catholic Identity:** Promote the College's Catholic identity and spiritual life
- **Vision, Mission and Values:** Actively promote and live out the Vision, Mission and Values
- **Formation:** Support the formation of staff and young adults in College values
- **Staff Wellbeing and Harmony:** Foster staff wellbeing and harmony through effective communication, consultation and suitable delegation
- **Strategic Contributions:** Contribute to developing and executing strategic directions and goals
- **Professional Standards:** Maintain high standards and collaborative leadership
- **Policy Management:** Implement, review and manage College policies and procedures
- **Communication:** Present and discuss year-level matters and clarify policies and processes at relevant forums
- **Performance Support:** Assist in achieving key performance indicators and strategic plans
- **Professional Learning:** Develop and review staff professional learning programs
- **Staff Processes:** Participate in staff hiring, induction and review processes
- **College Engagement:** Attend and engage in functions and events, including enrolment interviews

## KEY DUTIES AND RESPONSIBILITIES

These duties and responsibilities are in addition to the requirement to undertake teaching duties as allocated and as defined in the Teacher PID.

The LIL will be responsible for:

### Leading the Management of the College and Learning Areas

- Understand and support CESA and College policies and practices for teaching and learning, including the Australian Curriculum, SACE and CESA Religious Education frameworks
- Stay updated on Australian Curriculum and SACE developments and engage in professional discussions about these changes, focusing on industry requirements
- Coordinate regular meetings for teaching staff with the support of the HTL and actively participate in Learning Area Leader Team meetings
- Work with the General Manager Finance & Operations and teaching staff to develop, manage and monitor the annual budget for the allocated Learning Areas
- Ensure proper allocation, storage and maintenance of resources and equipment

- Manage and maintain a central repository for teaching resources, including Learning and Assessment Plans (LAPs), to ensure accessibility and longevity. Please note that all teaching resources created by staff are the intellectual property of St Patrick's Technical College (SPTC).
- Represent the College in relevant forums and projects
- Find and share professional development opportunities and resources with staff
- Review and manage teaching resources to ensure they are appropriate, ethical and comply with censorship and copyright guidelines
- Contribute to the staff professional learning program
- Address family queries and concerns and support teachers in maintaining regular communication with families, including meetings related to the teaching area
- Oversee co-curricular activities within the allocated Learning Areas

### **Leading Teaching and Learning**

- Lead and manage the development and implementation of a progressive curriculum that integrates contemporary learning theories and methods, real-world applications and industry learning opportunities, considering student needs and educational requirements from Church, State and Federal bodies
- Ensure students engage in authentic, innovative and challenging real world learning experiences tailored to their needs and linked to industry
- Support teachers in writing LAPs that meet Australian Curriculum, SACE and CESA Religious Education framework requirements, maximising student access to flexible learning opportunities
- Assist teachers in delivering inclusive teaching experiences by consulting with the HTL, Head of Students & Wellbeing (HSW) and Inclusive Education Leader (IE) to implement necessary curriculum adjustments
- Provide well-planned, flexible learning experiences to support School-Based Apprentices and Trainees
- Use quality control measures, including moderation processes, to ensure compliance with planning, assessment and reporting standards
- Develop a sound understanding of the Learning Management System (LMS) and mentor other staff in its use, promoting a positive LMS culture
- Support the HTL in creating, checking and evaluating courses and reports to ensure they comply with curriculum and reporting requirements
- Demonstrate best teaching practices through active involvement and monitor learning environments to maintain order, support and safety
- Explore cross-curriculum opportunities within the Technical College context
- Ensure accurate assessment and reporting for teaching accountability and effective communication
- Support the HTL, HSW and IE in seeking SACE Special Provisions, developing Individual Education Plans (IEPs), tracking academic progress and case management
- Assist staff in creating modified curricula for individual student needs
- Facilitate the sharing of good pedagogical practices using the AITSL Standards framework

### **Leading Improvement Innovation and Change**

- Collaborate with key staff to analyse educational data, identify learning gaps and lead curriculum initiatives to improve teaching and student outcomes
- Lead teachers in enhancing literacy and numeracy across all areas
- Use data from the Australian Curriculum, SACE and VET to evaluate and improve programs
- Work with the HTL to develop and implement strategies for improving teaching, learning and student outcomes, including incorporating SACE flexibilities, ICT and STEM practices
- Promote social justice through activities aligned with Catholic Social Teaching
- Encourage innovation in a supportive learning environment
- Ensure industry involvement in curriculum development, teaching and training

## **Developing Self and Others**

- Provide leadership in the spiritual growth of others, recognising and nurturing their gifts and talents
- Engage in the community's prayer and liturgical activities and encourage other staff to do the same
- Promote high aspirations and expectations for all
- Ensure all areas of College life reflect the Catholic ethos
- Be a pastoral and inclusive leader in the College community, visibly contributing to its Catholic Ethos
- Support staff in developing engaging and inclusive curricula and teaching practices that maximise student opportunities and pathways
- Strengthen the capacity of teachers to collaborate on developing, implementing and assessing a contemporary, industry-oriented SACE and Australian Curriculum
- Share best practices, analyse student work and participate in moderation of standards
- Support the induction and mentoring of new and early career teachers, fostering a culture of professional growth through both College-based and external professional development opportunities
- Assist with course design, assessment, reporting, resources, excursions and other teaching-related matters
- Support the Student Wellbeing Team with student wellbeing issues
- Encourage teacher membership in subject associations and networking with other schools
- Plan and support the recognition and celebration of student and staff achievements
- Assist with teacher performance development processes
- Nurture the religious culture of SPTC
- Support Work Experience processes
- Promote responsible and sustainable environmental practices among staff

## **Engaging and Working with the Community**

- Participate in professional organisations related to teaching and learning
- Build positive partnerships with students, families and the wider community
- Support students and families facing complex challenges
- Create family engagement opportunities that reflect the College community's diversity
- Maintain relationships with industry organisations and government bodies
- Enhance collaboration with industry and lead projects focused on pathways and technology use
- Prepare students with employability skills necessary for the world of work
- Engage with parents/caregivers on teaching and learning matters
- Promote justice, dignity and respect within the College community
- Contribute to a safe, healthy and collaborative College environment
- Participate in professional educational organisations and industry networks
- Support diversity within the College community
- Promote the learning area through various channels
- Promote the College's Vision, Mission and Values to build recognition and support
- Report on learning area matters at assemblies and staff meetings
- Support the organisation of information sessions for students and families
- Encourage family participation in College events
- Respond promptly to communications from students and families
- Advocate for VET and the apprenticeship system
- Celebrate success and strive for excellence
- Report on student and College performance
- Attend relevant meetings and committees

## **PROFESSIONAL RESPONSIBILITIES – CURRICULUM**

Learning Area Leaders must uphold a comprehensive understanding of the learning and assessment requirements for:

- Discipline specific Australian Curriculum and SACE subjects such as:
  - Health & Physical Education
  - Food & Hospitality
  - Workplace Practices.
- SACE framework subjects e.g. Community Connections, Industry Connections, Integrated Learning, Cross Disciplinary Studies, Community Studies. These framework subjects can be utilised to deliver discipline-specific curriculum in various iterations and combinations.

The LIL will:

- Lead a school culture that prioritises health and wellbeing among students and staff
- Develop fitness programs that focus on physical skills required to work in trades
- Ensure that personal wellbeing and work health and safety are central to the Health and Wellbeing curriculum offered at all year levels
- Lead and manage the delivery of service activities linked to health and wellbeing programs
- Make direct connections between the College's Fit for Work and Food and Independent Living programs
- Ensure that the connections between the learning areas are made explicit to the College community.

## **QUALIFICATIONS AND EXPERIENCE**

- Experience as a teacher in a secondary context
- A record of delivering successful student outcomes as a highly motivated educator
- Proven ability to foster an inclusive environment and support students from diverse backgrounds
- Demonstrated commitment to continuous personal and professional development
- Exceptional written and oral communication skills, with strong interpersonal, negotiation and conflict resolution abilities
- Demonstrated capacity to engage effectively with individuals at all levels within an organisation
- High level organisational skills, with a proven ability to plan strategically, solve problems, prioritise tasks, meet deadlines and ensure attention to detail within a broader strategic improvement context
- Current Teacher Registration in South Australia
- Current and acceptable Working With Children Check clearance and screening to work in Catholic Education SA
- Current certification in Responding to Risks of Harm, Abuse & Neglect - Education & Care
- Applicable First Aid Certificate relevant to the role requirements
- Current Keeping Safe: Child Protection Curriculum training

## **PERSON SPECIFICATION**

Staff members at St Patrick's Technical College are required to:

- Collaborate effectively with colleagues, parents, students and external partners to foster a supportive and cohesive educational community
- Exhibit exceptional interpersonal and communication skills, ensuring clear and respectful interactions with all stakeholders
- Uphold and exemplify high standards in all areas of College life, contributing to a positive and professional environment

- Demonstrate the ability to work efficiently under pressure in a dynamic and busy educational setting
- Prioritise tasks effectively, showing initiative and flexibility to adapt to changing circumstances and complete tasks efficiently
- Commit to ongoing professional development, continually seeking opportunities to enhance skills and knowledge in their field

### **PROFESSIONAL RESPONSIBILITIES**

Staff members at St Patrick's Technical College are required to:

- Demonstrate a commitment to participate in activities that support and develop the College's Catholic ethos and the wider mission of the Catholic Church
- Adhere strictly to the Code of Conduct for staff employed in CESA schools
- Comply with the requirements of the Privacy Act, ensuring the protection of personal information
- Understand and act in accordance with the South Australian Commission for Catholic Schools (SACCS) policies, as well as the College's own policies, guidelines and procedures
- Support and implement all College policies and procedures, including the contents of the staff handbook
- Actively contribute to the educational development and support of students
- Handle confidential information with the utmost discretion and care
- Attend and participate in staff meetings as required
- Participate in work experience coordination, including calls and visits to students on placement
- Develop an understanding of Vocational Education and Training (VET) and the apprenticeship system
- Accept and carry out delegated responsibilities with professionalism and diligence
- Demonstrate an understanding of and commitment to, the principles of social justice and equity
- Undertake necessary Work Health and Safety (WHS) qualifications and training modules
- Obtain and maintain all relevant certifications or registrations required for the performance of the role

### **WORK HEALTH AND SAFETY**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

*Reference: Division 4, Section 28 WHS Act 2012*

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy

**PLEASE NOTE:** This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.