



Position Description

## **HEAD OF APPLIED LEARNING**

Position title	Head of Applied Learning
Reports to	Director of Pathways
Position of Leadership	Level 3
Time Release	9 periods per cycle

## Role Description

The Head of Applied Learning leads with a strong work ethic, emotional intelligence, and a deep commitment to student success through hands-on, applied learning pathways. The role fosters positive partnerships with staff, families, and external providers, while applying contemporary research in pedagogy, assessment, and reporting to inform evidence-based decisions and promote a collaborative, outcomes-focused learning culture.

The Head of Applied Learning plays a crucial role within the Learning team, working closely with the Head of VCE, Director of Learning Culture, and Pathways team to ensure the effective implementation of the VCE Vocational Major (VM), Victorian Pathways Certificate (VPC), and Vocational Education and Training (VET) programs at the College. This position is responsible for overseeing the administration of these programs and ensuring that they are tailored to meet the individual needs of each student.

The Head of Applied Learning reports directly to the Principal through the Director of Pathways. Grounded in the Catholic mission and Marist charism of Assumption College, the role leads with faith, integrity, and emotional intelligence. Highly organised, articulate and efficient, this role works in collaboration with internal and external teams to ensure high levels of student achievement and personalised success through targeted support, clear communication, and coordinated learning pathways. In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning.

The Head of Applied Learning is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

## **Key Responsibilities**

The Head of Applied Learning is responsible for:

- Providing instructional leadership in the planning, delivery and continuous improvement of VCE-VM, VPC and VET programs, ensuring alignment with College policies and VCAA requirements.
- Supporting and mentoring applied learning staff, promoting consistent pedagogy, curriculum alignment with VCAA, and the use of data to drive student growth and program refinement.
- Collaborating with the Personalised Learning Team to implement special provisions and tailored supports that meet the diverse needs of students engaged in applied learning pathways.
- Ensuring assessment and reporting practices are rigorous, timely, and aligned with both school expectations and external compliance standards.
- Overseeing the coordination of enrolments, audits, and documentation for VET and applied learning programs in partnership with relevant internal staff and external providers.
- Facilitating authentic applied learning experiences, including excursions and incursions, that enhance student engagement and achievement.
- Monitoring changes to VCAA curriculum, policy, and audit requirements, ensuring all updates are understood and implemented effectively by staff.
- Leading data-informed improvement strategies in collaboration with the Learning and Pathways Teams, supporting student achievement and aligning with the College's vision for learning.
- Supporting Marist Schools Australia's vision for learning by integrating its core principles and values into the development of the academic programs and policies of the College.

## **Key Duties**

- Oversee subject selections for all applied learning students to ensure that they meet the certification requirements as prescribed by the VCAA.
- Collaborate with the Director of Data Analytics in the analysis of relevant learning data.
- Work with VET Administration Coordinator for enrolment and documentation regarding partnerships with external agencies and/or institutions
- Manage the student enrolment processes in the VCE VM, VPC and VET programs.
- Oversee the delivery of the VCE VM, VPC and VET programs at the College in line with VCAA and external providers.
- Promotes good performance and challenges underperformance in colleagues and students by promoting effective intervention, collaborative action and follow-up
- Develop effective learning and assessment frameworks.
- Communicates with parents/guardians, students and staff on matters about VCE VM, VPC and VET programs.

- Uses emerging technologies to enhance and extend learning and teaching experience and to achieve excellence
- Attend and participate in Pathways Teams, and Learning and Teaching Team meetings and other relevant meetings
- Work collaboratively with the Deputy Principals and key Learning and Wellbeing staff to monitor student academic progress and provide timely interventions that support achievement and wellbeing.
- Work with the Learning and Teaching team, Pathways Team, House Leaders and Wellbeing Services to continuously evaluate the curriculum for improved quality, balance and relevance
- Acts in a supportive and supervisory capacity as directed by the Principal
- Other duties as directed by the Principal.

## **Membership**

The Head of Applied Learning is a **member of the following teams:**

- Pathways Team
- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Personalised Learning Team
- Learning and Teaching Team
- Student Wellbeing Team

## **Positions Reporting to the Head of Applied Learning:**

- VET Coordinator
- VASS Coordinator