



Position Description

# **LEARNING LEADER - ENGLISH**

|                        |  |
|------------------------|--|
| Position title         | Learning Leader - English                |
| Reports to             | Deputy Principal – Learning and Teaching |
| Position of Leadership | Level 3                                  |
| Time Release           | 12 periods per cycle                     |

## Role Description

Learning Leaders at Assumption College are key members of the Learning and Teaching Team, entrusted with fostering a culture of academic excellence and responsive, student-centred learning. They lead with integrity, clarity, and purpose, upholding the College’s Catholic mission and Marist charism, and drawing upon these values in all decisions and actions. Learning Leaders work collaboratively to inspire high expectations for teaching and learning, supporting staff in the development of engaging, challenging, and evidence-based curriculum that meet the diverse needs of students.

As instructional mentors, Learning Leaders model contemporary pedagogical practice and promote a culture of reflective improvement across their learning area. They bring deep knowledge of current educational research, assessment, and reporting, and use this expertise to guide staff in enhancing student outcomes. Their leadership is characterised by emotional intelligence and the ability to build trust and shared purpose within the professional learning community.

In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning. Learning Leaders are expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

The Learning Leader – English is responsible for the leadership, direction, and management of curriculum, staff, and resources within the English learning area. In alignment with the strategic priorities of the College, the role fosters a collaborative culture that promotes best practice, shared responsibility, and engaging learning experiences for all students.

## Key Responsibilities

The Learning Leader - English is responsible for:

- Providing strategic and instructional leadership within the English learning area, ensuring alignment with the College's vision for learning and ongoing improvement agenda.
- Promoting a culture of continuous improvement by leading data-informed planning, teaching, and assessment practices that drive student growth and engagement.
- Promotes high standards by recognising strong performance and addressing areas for growth through targeted support, collaboration, and ongoing professional dialogue.
- Supports continuous improvement by celebrating achievement and constructively addressing performance challenges in both students and staff.
- Ensuring the English curriculum is relevant, rigorous, and responsive to the needs of all learners through ongoing evaluation and adaptation.
- Communicating effectively with students, staff, and families, supporting clarity, shared expectations, and strong partnerships in learning.

## Key Duties

- Design and document the English curriculum across all year levels, ensuring alignment with VCAA requirements, College priorities, and contemporary pedagogy.
- Analyse student achievement data (e.g. NAPLAN, PAT, VCE) to identify learning trends, inform teaching programs, and support targeted interventions.
- Support English staff in unit planning, assessment design, and moderation processes to ensure consistency, rigour, and differentiation in teaching practice.
- Lead regular English team meetings to review curriculum implementation, discuss student progress, and share effective instructional strategies.
- Observe classroom practice, provide constructive feedback to teachers, and guide professional growth through coaching and peer collaboration.
- Promote the integration of digital tools and emerging technologies into English teaching to enhance engagement and improve student outcomes.
- Collaborate with House Leaders and the Wellbeing Team to support students with additional learning or behavioural needs through inclusive and responsive practices.
- Maintain timely and effective communication with students, staff, and families regarding curriculum matters, student progress, and academic expectations.
- Support the College's continuous school improvement plan by actively collaborating on key projects that enhance student learning and promote equitable, high-impact teaching practices across the curriculum.
- Actively support whole-school initiatives and College events as a member of the broader leadership team.
- Any other duties as outlined by the Principal.

## **Membership**

The Learning Leader - English is a **member of the following teams:**

- Learning and Teaching Team

They work **in collaboration with:**

- School Improvement Team
- Student Wellbeing Team
- Pathways Team
- Personalised Learning Team
- Teaching and Allied Staff

## **Positions that report to the Learning Leader:**

- Teaching Staff
- Education Technicians