



Position Description

DIRECTOR OF PROFESSIONAL PRACTICE

Position title	Director of Professional Practice
Reports to	Deputy Principal – Learning and Teaching
Position of Leadership	Level 4
Time Release	24 periods per cycle

Role Description

The Director of Professional Practice is a key member of the School Improvement Team, providing strategic leadership and vision in the areas of staff development, instructional practice, and professional learning. As a strong faith leader and exemplary classroom practitioner, the Director of Professional Practice models high standards of pedagogy, builds trusting relationships, and fosters a culture of continuous improvement aligned with the Catholic identity and Marist spirituality of Assumption College.

Grounded in educational research and guided by Gospel values, the Director of Professional Practice leads the design, implementation, and evaluation of professional learning across the College. The role oversees the growth and accountability of all teaching staff, including the induction of new staff, mentoring of early career teachers and interns, and performance development. Working closely with instructional coaches and senior leaders, the Director of Professional Practice ensures that teaching is informed by evidence, aligned with the College's strategic priorities, and driven by the shared goal of improving student learning outcomes.

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

Key Responsibilities

The Director of Professional Practice is responsible for:

- Leading a whole-school culture of professional learning grounded in evidence, faith, and high-impact teaching practice.
- Promoting a Catholic and Marist approach to leadership that models faith in action and upholds the dignity of all.
- Building staff capacity through targeted professional development aligned with AITSL standards and College priorities.
- Supporting the induction, mentoring, and development of new staff, graduate teachers, interns, and pre-service teachers.
- Overseeing Instructional Coaches, working collaboratively to strengthen teacher efficacy and embed consistent pedagogical practice.
- Managing staff professional conduct, performance support, and goal-setting in collaboration with College leadership.
- Cultivating emotionally intelligent leadership and trust-based relationships to enable professional growth and collaboration.
- Using research, data, and reflective practices to guide decision-making and enhance teaching and learning across the College.

Key Duties

- In consultation with College Executive, lead the strategic planning and delivery of all College professional learning initiatives.
- Ensure all staff are supported in developing, tracking, and reflecting on their professional learning plans in preparation for Annual Review Meetings.
- In collaboration with the Senior Deputy Principal, design and facilitate an effective induction program for all new staff, including teaching and allied staff.
- Coordinate the mentoring program for graduate teachers, in line with VIT requirements, and provide feedback and support.
- Oversee the placement, support, and supervision of student teachers and interns, including liaising with universities.
- Manage the professional development and accountability of Instructional Coaches across the College.
- Provide coaching and guidance to staff in areas of pedagogy, differentiation, student engagement, and assessment.
- Work with key leaders to address staff performance issues with clarity and care.
- Contribute to the development of a performance and development Framework that includes structured feedback and review.

- Maintain accurate records of staff participation in professional learning and ensure compliance with accreditation standards.
- In collaboration with College Executive, ensure staff are working towards achievement and maintaining their accreditation to teach in a Catholic school.
- Promote research-informed practice through the curation and sharing of relevant educational literature and resources.
- Organise the staff Professional Learning program, and collaborative learning opportunities throughout the year.
- Collaborate with the Human Resources Manager and College Executive to develop pathways for staff leadership and career progression.
- Participate in recruitment processes, contributing to interviews and the assessment of teaching practice when required.
- Represent Assumption College in relevant external networks and communities of practice related to staff development.
- Any other duties as outlined by the Principal.

Membership

The Director of Professional Practice is a **member of the following teams:**

- School Improvement Team
- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- Human Resources Manager
- Student Wellbeing Team

Positions that report to the Director of Professional Practice

- Instructional Coaches