



Role Description

Data and Evidence Lead P-12

Introduction

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the development of students, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

Role Overview

The Data and Evidence Lead P–12 at Sacré Cœur is a strategic and operational role responsible for harnessing data to enhance learning and teaching, drive school improvement, and support student wellbeing and future readiness. This role is central to embedding a culture of evidence-informed practice across the school, in alignment with Sacré Cœur's Strategic Plan 2023–2027, which prioritizes academic attainment, personal growth, and lifelong wellbeing.

Reports To

The Data and Evidence Lead P-12 reports to the Principal via the Deputy Principal, Director of Staff P-12.

Key Duties and Responsibilities

Key duties and responsibilities include but are not limited to:

Learning and Teaching Excellence

In collaboration with the Director of Learning and Teaching P-12 to:

- Provide integration of data into curriculum planning, pedagogy, and assessment practices
- Support staff in using data to differentiate instruction and personalize learning pathways
- Align data practices with the school's Future Fit Framework to foster student agency and global competencies

- Evaluate the implementation and effectiveness of the School's *3 Stages of Learning* model, using student data, assessment outcomes and staff feedback to inform continuous improvement in teaching and learning practices

Assessment and Achievement Analytics

- Oversee the collection, analysis, and reporting of key academic data sets including:
 - o NAPLAN, PAT, and AAS Testing
 - o Scholarship Data and performance trends
 - o Assessment Data from Schoolbox
 - o Victorian Certificate of Education data
 - o Learning Diversity data
- Provide actionable insights to inform teaching strategies, intervention programs, and student support
- Collaborate with the Director of Learning and Teaching P-12 in ensuring consistent assessment and reporting practices across P-12, including the development of feedback templates, moderation processes and staff guidance to maintain alignment and clarity.
- Work with the Director of Learning and Teaching P-12 to map curriculum P-12 and assessment P-12

Demographic and Spatial Data Integration

Liaise with Admissions and Community Relations to:

- Work with external data partners such as Education Geographics to leverage demographic analysis, enrolment forecasting, and geographic mapping tools
- Ability to interpret spatial data which informs strategic planning, marketing, and community engagement
- Capacity to translate demographic trends into actionable insights to support Admissions

Platform Innovation and Data Systems

Liaise with the ICT Manager to:

- Support the Schoolbox analytics investigation, transitioning the platform toward deeper data integration and visualization
- Ensure data systems are user-friendly, secure, and aligned with school-wide reporting needs
- Collaborate with the curriculum teams to streamline data workflows and dashboard development

Student Voice and Wellbeing Insights

- Analyse feedback from ISV Lead Surveys, Student Voice Surveys and Year 10 student Careers survey to support the Director of Students P-12 in the development of wellbeing initiatives and pastoral care
- Analyse data to identify trends in engagement, belonging, and student experience across year levels

Careers and Future Pathways

Work with the Careers Advisors to:

- Co-ordinate and interpret Careers Testing data to support careers student pathway planning and subject selection
- Support them to align student aspirations with academic performance and growth areas

Professional Learning and Staff Capacity Building

- Design and deliver Professional Learning focused on data literacy, assessment for learning, and evidence-based teaching
- Coach staff in using data to reflect on practice and improve student outcomes
- Facilitate collaborative inquiry cycles and data dialogues within and across teaching teams

Strategic Reporting and Evaluation

In collaboration with the Director of Learning and Teaching P-12:

- Develop data reports and visualizations for leadership, staff, and community stakeholders
- Monitor progress against strategic goals and provide evidence for school improvement planning
- Ensure ethical use of data and compliance with privacy standards
- Analysis and application of school data, including enrolments, subject selections and staffing allocation to optimise efficiency and inform decision making

General

- Meet with the Deputy Principal, Director of Staff P-12 on a regular basis about all matters pertaining to the Data and Evidence Lead P-12 role
- Maintain an active partnership with the Marketing Team, contributing to social media activity and supplying articles for newsletters and publications
- Other duties as directed by the Principal.

General Expectations

Professional Development

As required, attend learning area meetings, staff meetings; participate in professional development seminars for teachers and/or for administration staff.

Internal Relationships

Apart from the Deputy Principal, Director of Staff P-12 primary relationships for the position are:

- Leadership Team
- Learning Leaders
- Careers Counsellors
- Head of Learning Diversity P-12
- Education Leaders
- Year Level Co-ordinators
- Admissions and Community Manager
- Literacy / Numeracy Leader/s
- ICT Team
- Marketing Team
- Staff
- Students

External Relationships

- Broader School Community
- Other Schools
- External Networks

Key Selection Criteria

Qualifications and Experience

Appropriate academic qualifications, suitable experience and a background relevant to the role.

Accreditation to Teach in a Catholic School or *working towards this*.

Also, desirable the candidate would hold a Post Graduate degree in educational management / leadership / student wellbeing / administration or relevant area or working towards this.

Knowledge, experience and skills

Essential

- Proven ability to lead whole-school data strategy aligned with strategic priorities, including academic attainment, wellbeing, and future readiness
- Experience embedding data-informed decision-making into curriculum planning, assessment, and school improvement processes
- Demonstrated proficiency in managing and interpreting key student data sets, including:
 - o NAPLAN, PAT, AAS Testing
 - o Scholarship performance data
 - o Careers Testing and Year 10 student surveys
 - o Assessment data from Schoolbox and Student Voice Surveys
- Experience investigating and implementing data analytics platforms (e.g., Schoolbox) to enhance reporting and insights
- High-level skills in data analysis, visualization, and reporting to diverse stakeholders.
- Ability to translate complex data into actionable insights for teaching teams, leadership, and families
- Experience designing and delivering professional learning to build staff capacity in data literacy, assessment for learning, and evidence-based practice
- Ability to coach and mentor educators in using data to inform pedagogy and improve student outcomes
- Strong interpersonal skills and ability to work collaboratively with school leaders, teaching teams, and external partners
- Commitment to engaging student voice and community feedback in data-informed planning
- Deep understanding of data privacy, ethical use, and compliance in educational settings
- Commitment to safeguarding student information and promoting responsible data practices
- Outstanding problem-solving and conflict management skills
- Model excellence and innovation in management and administration
- Capable of working effectively with others and managing workloads
- A demonstrated agent of change
- A collaborative, professional, confidential and discretionary manner of operation
- An ability to grow professional capacity of others in the learning community
- Flexibility with an ability to work with different teams
- Model excellence and innovation in organisation, management and administration
- Capable of working effectively with others and managing workloads
- Ability to perform all tasks with attention to detail

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Highly developed IT skills, including Microsoft Office, Google and the Adobe Suite, and experience with content management software programs i.e. excel spreadsheets; data testing NAPLAN, AAS, PAT etc

- An ongoing commitment to professional development and a capacity to adapt to new technologies.

Personal Requirements and Competencies | All Staff

- Alignment with School values
- Understanding of the traditions and spirituality of a Sacred Heart (RSCJ) school and ability to confidently articulate them
- Upholding and promoting Restorative Practice in working with students, parents/caregivers and staff
- High level of professional personal presentation
- Professional, warm, positive and welcoming presence
- Capacity to maintain high levels of confidentiality
- Enthusiastic and highly motivated to contribute
- Operates effectively in a team environment, maintains high work standards with minimal supervision and high attention to detail
- Demonstrates flexibility and operates effectively in a changing environment

Child Safety | All Staff

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students.

The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards – managing the risk of child abuse in schools. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by 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.

Sacré Cœur has robust human resources, recruitment and vetting practices that are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out VIT, Working with Children, police record check *where required* and reference checks to ensure that we are recruiting the right people.

Terms and Conditions

The Data and Evidence Leader P-12 will be employed under the terms and conditions of the Catholic Education Multi-Enterprise Agreement CEMEA 2022. A formative appraisal will be conducted in the third year of this tenure.

This role will include a teaching load.

Employment status	Teaching Role Ongoing Data and Evidence Lead Tenured
POL Time Allowance	POL 2 14 periods per cycle*
Length of Tenure	4 years 2027-2030
Role Description <i>reviewed</i>	April 2026
Role Description <i>document update due</i>	March 2028**

**The final time allowance will be determined by the incumbent's teaching allocation across Primary, Secondary, or both sectors.*

***As per organisational practice, this role description will undergo a joint review by the incumbent, their Direct Line Manager and the Human Resources Manager to ensure continued relevance and alignment with School objectives. The review objectives are aligned with:*

Five Goals of Sacred Heart Education that - are used to create a holistic education designed to educate the whole child

Sacre Coeur's Strategic Plan 2023-2027 - that focuses on providing a visionary, responsible education rooted in the Sacred Heart values

Future Fit Framework that - guides our approach to learning, centered around five core values: Excellence, Purpose, Care, Hope, Connection

Equal Opportunity

Sacré Coeur is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Sacré Coeur.

Summary

This Role Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. It is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent. The expectations outlined in this document also serve as a reference point to support ongoing feedback, role clarity, and professional growth.

Acknowledgement

I hereby acknowledge receipt of the role description and formally accept the duties, expectations, and conditions therein.

Print Name

Signature

Date.....

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