



ST ALOYSIUS' COLLEGE

A Jesuit School for Boys • Founded 1879

DIRECTOR OF PROFESSIONAL GROWTH DUTY STATEMENT

St Aloysius' College (the College) is a Catholic, Jesuit day school for boys from Year 3 to Year 12. Situated in the shadow of the Sydney Harbour Bridge, it has an enrolment of over 1200 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit primary and secondary schools and universities. Established in 1879, the College is committed to an education for each student that proposes Christ as the model for human life, pursues excellence in teaching and learning and promotes lifelong learning and spiritual growth.

St Aloysius' College, Rozelle (SACR) situated in the Inner West commenced in 2023. This Campus will provide these Year 9 students an opportunity to be formed in an environment tailored to their needs in middle adolescence.

The responsibilities in this Duty Statement are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

1. Role Purpose

The Director of Professional Growth is a senior leadership position and is a member of the College Leadership Team working in companionship with other senior leaders, to ensure the College's mission of a Jesuit education for boys is prioritized and maintained. The Director of Professional Growth has a special responsibility of supporting the College's staff in their special work and ensuring that they are given opportunities to flourish in the context of this work.

The Director of Professional Growth is responsible for pursuing the College's strategic goals for professional growth in the context of our Jesuit tradition of experience, reflection, action and *cura personalis*. The role is responsible for providing strategic leadership and oversight for the policies and programs which contribute to a culture of excellence, commitment to continuous improvement, engagement and staff wellbeing.

Informed by the College's strategic plans, the Director of Professional Growth is expected to provide leadership in the achievement of articulated strategic goals, engaging teachers and support and operational staff in the College's vision for innovation and capacity building in all areas of professional practice. The Director of Professional Growth will lead the College community in identifying and engaging the necessary structures, resources and technologies which facilitate professional collaboration and contribute to sustainable and transformational change.

Working collaboratively within our Jesuit tradition, the Director of Professional Growth is expected to lead colleagues in developing and implementing a structured professional growth program which reflects Ignatian values and takes into account the professional context and individual needs of each staff member.



Working collaboratively with relevant leaders and stakeholders on each campus, the Director of Professional Growth will develop a suite of professional learning programs and capacity building opportunities and staff well-being initiatives and experiences which are relevant to the needs of participants and invite their participation.

Motivated to support each staff member to pursue the *magis* and to foster a positive culture, the Director of Professional Growth participates in professional networks and contemporary academic research which informs College policy and practice and ensures the efficient organization, administration and management of College processes and systems for professional accreditation, training and development in line with College policy and procedures.

2. Reporting

The position reports directly to the Principal and has a close working relationship with other members of the College Leadership Team including the Rector, Deputy Principal, Head of Junior School and Director of Business Operations.

3. Accountability

The Director of Professional Growth will demonstrate leadership in the following areas:

Faith / Community Leadership

The Director of Professional Growth will:

- Be an authentic and demonstrable advocate for the College's mission as a Catholic, Jesuit school;
- Participate in and support faith and formation programs and activities (including liturgies, social and community functions) that contribute to the College's mission;
- Ensure that the *Characteristics of Jesuit Education* and other relevant Jesuit documents inform all aspects of their work.

Strategic Leadership

The Director of Professional Growth will:

- Articulate and pursue a clear vision for professional growth which reflects the Jesuit mission of the College and which inspires and engages all members of staff;
- Model Ignatian leadership through continual reflective practice and giving priority to the Jesuit mission;
- Identify and lead strategic projects to achieve the articulated goals of the College;
- Leads transformative change ensuring the College is innovating and reforming in regards to professional practice, employee engagement and quality teaching and learning;
- Work collaboratively with members of the College Leadership Team to plan, implement and evaluate strategic projects including those emanating from strategic plans;
- Promote the Ignatian Pedagogical Paradigm (IPP) as a framework for professional growth;
- Promote collective responsibility for collaborative professional learning to strengthen practice and performance;
- Participate in professional networks (both within the Jesuit network and broader national and international educational community) and engage staff in research projects which contribute to innovative practice;
- Informed by current research, plan, develop, implement and evaluate innovative and integrated approaches to teaching and learning practice which are student-centred;
- Consult with Head of IT regarding innovations utilising technology and their implementation to assist individuals pursuing professional growth and collaboration;
- Utilise data to forecast workforce trends and provide strategic solutions;



- Engage in action research, build strong relationships in the broader educational, community and social media to promote staff achievements and celebrate innovation;
- In liaison with the HR Manager investigate formal programs for staff recognition and affirmation, formulating a proposal for the consideration of the College Leadership Team.

Human Resource Leadership

The Director of Professional Growth will:

- Model a commitment to ethical practice and decision-making for all members of the College community;
- Lead in a manner consistent with the Ignatian charism and Jesuit tradition of the College, building and fostering a sense of collaboration, high standards and transparency among all staff;
- Foster a culture that enables high performance, innovation and continuous improvement, energizes staff and recognises excellence;
- Be an advocate for the College, influencing positively and reinforcing shared values through policy and action;
- Plan, implement, review and respond in collaboration with members of the CLT to gather information, analyse data and make decisions to optimise staff engagement, develop professional capacity and promote innovation;
- Collaborate with leaders to develop relationships and build community supporting talent and leadership initiatives;
- Engage colleagues in a culture of continuous improvement and support leaders in the achievement of this aim with their teams;
- Mentor staff and coach leaders to empower them as companions in mission and contributors to the achievement of identified team/departmental goals;
- Disseminate relevant information to academic and operational leaders and support them in enacting change where appropriate;
- Ensure the ongoing development and implementation of wellbeing initiatives which support staff in being fully engaged in the College mission and achievement of their own professional goals;
- Provide a collegial and confidential environment for staff members who wish to discuss aspects of their working conditions and to assist them to access appropriate coaching and mentoring where necessary;
- In liaison with the HR Manager, map the College workforce and ensure optimal delivery of student outcomes and service delivery across campuses;

Professional Leadership

The Director of Professional Growth will:

- Oversee all aspects of the development, implementation and evaluation of Professional Growth programs and experiences including whole College, team, departmental and individual professional learning;
- Work collaboratively with the HR Manager to develop materials and documentation to support professional growth and participation records;
- Promote opportunities for professional learning among teachers and contribute to the professional dialogue which informs effective teaching and the achievement of student learning outcomes;
- Collaborate with colleagues on initiatives and programs and support teachers and leaders in the implementation of ideas/research and innovation;
- Promote AITSL and support teachers in identifying areas for growth in the achievement of these standards;
- Work collaboratively with the academic, pastoral and operational leaders in the promotion and understanding of the Ignatian Pedagogical Paradigm and the values and principles which inform it;
- In collaboration with members of the College Leadership Team and HR Manager, ensure all staff are effectively inducted into the mission of the College and supported in their professional growth;



- Undertake research into best practice and mentor/inform teams in the pursuit of innovative practice and optimising outcomes;
- Identify and target opportunities that build skills, capability and commitment of individuals to the College;
- Identify potential career pathways and support individuals to optimise and extend their contribution to the mission of the College;
- Work collaboratively with campus and team leaders in conducting induction, compliance and other required training;
- Provide ongoing professional supervision and professional support for individuals as required;
- Lead a process for the review and reformation of current processes for appraisal and performance review;
- Coordinate the implementation of an annual process for critical reflection, appraisal and goal setting for each member of staff;
- Monitor staff performance, supporting leaders in the provision of regular feedback and direction;
- Manage resources and budget for the delivery of a holistic, integrated professional growth and staff-wellbeing program;

Administrative Leadership

The Director of Professional Growth will:

- Ensure that professional growth programs and initiatives meet College requirements for legislative compliance accountabilities including safe-guarding children;
 - Monitor professional requirements and their fulfilment by staff as they relate to accrediting authorities e.g. NESA;
 - Contributes to the College calendar, ensuring timely communication of professional learning days, sessions and opportunities, notifying changes when appropriate;
 - Implements effective administrative systems to support the operations of professional learning programs;
 - Maintains systems for effective record keeping and data gathering for compliance and to inform future planning;
 - Manages compliance requirements for professional learning programs, ensuring completion of necessary documentation and adherence to College policy and procedures;
 - Provides timely communications regarding Professional Learning programs and opportunities;
 - Responds to stakeholder queries and concerns in a timely and effective manner to resolve issues and build partnerships;
 - Be responsible for the policies and processes which support teachers in achieving and maintaining teacher accreditation and compliance with NESA requirements
 - Ensure the College meets NESA requirements for College Registration and Accreditation relevant to Teacher Accreditation;
 - Manages the annual budget for Professional Growth and staff wellbeing initiatives;
 - Ensures the necessary resources are available to teachers and support and operational staff for the achievement of professional growth;
 - Provides regular reports and updates for the Principal as required;
- Any other duty as requested by the Principal.