

Director – Learning and Teaching

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice. We are a future focussed school supporting staff in their professional growth and leadership. Please click the link for a [virtual School tour](#).

Monivae College are seeking a visionary and experienced educator to join our senior leadership team as Director – Learning and Teaching. This key role provides strategic direction, academic leadership and operational oversight across all aspects of curriculum, pedagogy, staff development and student achievement.

Key responsibilities include:

- Lead and implement the strategic vision for learning and teaching at the College
- Oversee curriculum development, academic standards, and compliance (Years 7–12)
- Promote and model evidence-based pedagogical practice and innovation
- Lead staff development and professional learning aligned to school improvement goals
- Foster a culture of academic excellence, inclusivity and continuous growth
- Provide leadership in assessment, reporting and data-informed practice
- Drive the implementation of the New Metrics partnership and capabilities-based learning

The successful applicant will be an experienced school leader with a demonstrated commitment to Catholic education and the MSC ethos, a deep understanding of contemporary teaching and learning, and the capacity to inspire both staff and students.

Enquiries

For more information please contact Miss Elle Guthrie, Director – Compliance, Risk and Culture, eguthrie@monivae.vic.edu.au, 0458756242.

How to Apply

Applications are to be addressed to the Director – Compliance, Risk and Culture, Miss Elle Guthrie. Please include a cover letter and your current Curriculum Vitae, inclusive of at least three professional referees. Applications to be emailed to eguthrie@monivae.vic.edu.au.

Roles will be remunerated accordingly under the Catholic Education Multi-Enterprise Agreement 2022.

Applications close Sunday 17th August 2025.

The Monivae College community supports and promotes the safety, wellbeing and inclusion of all children and has a zero tolerance for child abuse.

POSITION DESCRIPTION

POSITION:	Director – Learning and Teaching
DEPARTMENT:	Leadership
DATE PREPARED:	July 2025
REPORTS TO:	Principal and Deputy Principal

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY
The Director - Learning and Teaching is a key leadership role at Monivae College. This position provides strategic and operational oversight for curriculum design, teaching excellence,

academic standards, and student learning outcomes. Working closely with the Principal and Leadership Team, the Director leads the academic life of the College and fosters an innovative, inclusive, and future-focused learning environment.

Key responsibilities include:

- Driving whole-school learning and teaching priorities and strategy
- Overseeing curriculum design and compliance across Years 7–12
- Promoting innovative, evidence-based pedagogical practice
- Coordinating professional development aligned to strategic goals
- Supporting assessment, reporting, and academic data analysis
- Leading learning analytics and use of technology in teaching
- Mentoring faculty leaders and curriculum coordinators
- Contributing to enrolment, transition, and community engagement processes
- Leading the College's implementation and integration of the New Metrics partnership initiative.

This person will provide leadership to ensure the quality, relevance, and responsiveness of the College's curriculum and pedagogy. They will play a central role in enhancing teaching practice, building professional capacity, and embedding a culture of continuous improvement.

A collaborative leader, the Director will support and mentor faculty leaders and teaching staff, ensuring clarity of expectations and shared commitment to student success.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES	
Strategic and Operational Leadership	<ul style="list-style-type: none"> • Lead the strategic direction of learning and teaching in line with the College Mission and Vision. • Develop and implement a long-term academic vision that enhances teaching effectiveness and student achievement. • Ensure academic programs are rigorous, inclusive, and aligned to state and national requirements. • Promote a whole-school culture of high expectations, accountability, and growth mindset. • Coordinate the implementation and evaluation of the College's Learning and Teaching policies and strategic plan. • Analyse and use student achievement data, including internal assessments and external testing, to inform planning and classroom practice.
Curriculum and Program Management	<ul style="list-style-type: none"> • Oversee the design, documentation, delivery, and review of curriculum programs across Years 7–12. • Lead and mentor Faculty Leaders, VCE/VCE Vocational Major Coordinators, and Learning Support staff. • Ensure ongoing compliance with VCAA and ACARA guidelines and CECV policies.

	<ul style="list-style-type: none"> • Guide the development of curriculum offerings that are engaging, contemporary, and responsive to student needs and emerging futures. • Oversee subject selection, timetable collaboration, and coordination of the annual subject handbook. • Monitor student academic progress and implement strategies for intervention and support. • Oversee and direct the College's involvement in the New Metrics partnership with the University of Melbourne by embedding capabilities-based learning and assessment frameworks into the curriculum and leading staff through this shift in approach, supporting a future-focused learning culture that values transferable skills and deep learning.
Assessment and Reporting	<ul style="list-style-type: none"> • Lead the development of effective, school-wide assessment strategies that provide meaningful data on student learning. • Promote consistency, fairness, and quality in formative and summative assessment. • Oversee academic reporting systems, ensuring reports are timely, accurate, and informative for parents and students. • Coordinate school-wide exam schedules, including trial exams and VCE assessments. • Lead academic awards processes and promotion of student achievement.
Professional Growth and Staff Development	<ul style="list-style-type: none"> • Lead the College's professional learning strategy aligned to School Improvement Plan priorities. • Foster a culture of reflective practice, professional collaboration, and ongoing capacity building. • Facilitate peer observation, instructional coaching, and staff mentoring programs. • Support teachers in applying evidence-based pedagogy and curriculum innovation. • Promote best practice in curriculum documentation, unit planning, and differentiation.
Innovation and Technology Integration	<ul style="list-style-type: none"> • Promote the integration of digital tools and platforms to enhance student learning and teacher practice. • Lead initiatives in the use of learning analytics, digital portfolios, and blended learning. • Support staff in adopting new technologies and pedagogical approaches to suit 21st-century learners.
Compliance and Accountability	<ul style="list-style-type: none"> • Ensure compliance with all curriculum-related policies and external requirements, including VCAA, VASS, and Catholic Education authorities. • Oversee the administration and analysis of key data collections such as NAPLAN, PAT testing, and internal benchmarking. • Ensure the College maintains accurate academic records and implements effective data tracking systems. • Collaborate with administration and compliance personnel to support audits, reviews, and school reporting.
Leadership and	<ul style="list-style-type: none"> • Actively contribute to College-wide decision-making and planning as a member of the Leadership Team.

Community Engagement	<ul style="list-style-type: none"> • Represent the Principal at internal and external curriculum forums and events. • Lead key academic events including information sessions, transition programs, and learning expos. • Develop strong partnerships with families and the broader community to support student learning. • Promote Monivae’s educational offerings to prospective families and stakeholders.
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KEY SELECTION CRITERIA	
Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Victorian Institute of Teaching (VIT) registration. • Tertiary qualification in Education. • Extensive experience in school leadership and curriculum design. • Demonstrated knowledge of the Victorian Curriculum, VCE, VET, and VCE Vocational Major. • Proven track record in leading curriculum initiatives and improving student outcomes. • National Police Check. <p>Desirable</p> <ul style="list-style-type: none"> • Postgraduate qualifications in Educational Leadership or Curriculum.
Skills and Attributes	<ul style="list-style-type: none"> • Strategic thinker with the ability to lead change and improvement. • Excellent communication, interpersonal and team leadership skills. • Highly developed data analysis and planning skills. • Strong understanding of effective pedagogy and innovation in education. • Ability to lead, motivate, and mentor staff. • Commitment to the values of Catholic education and the MSC ethos.
Commitment to Catholic Education	<ul style="list-style-type: none"> • Supports and models College values and Catholic, MSC ethos when dealing with all stakeholders and peers.
Commitment to Child Safety	<ul style="list-style-type: none"> • Understanding of and commitment to legal and moral obligations relating to child safety • A demonstrated understanding of legal obligations relating to child safety (e.g. mandatory reporting) and willingness to comply with the College’s child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.

EMPLOYMENT CONDITIONS	
Appointment	<p>This position is a full time position for a period of 5 years.</p> <p>This position will commence duties at least one week prior to staff at the commencement of each year and be available at other times by negotiation with the Principal.</p> <p>This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College’s Policies</p>

	and Procedures as provided as part of the Induction Program and ongoing Training Program.
Key Relationships and Leads	<ul style="list-style-type: none"> • Faculty Leaders • Senior Coordinator • VET/VCE Vocational Major Coordinator • Learning Support Coordinator • Learning and Teaching Administrator • Careers Coordinator • Admin Team • NCCD Team • Leadership Team • Board Sub Committees
External Liaisons	<ul style="list-style-type: none"> • Catholic Education Ballarat (DOBCEL) • Victorian Catholic Education Authority (VCEA) • Victorian Curriculum and Assessment Authority (VCAA) • Catholic Education Victoria Network (CEVN) • Missionaries of the Sacred Heart (MSC) • Virtual School Victoria (VSV), VSL, ACER • Other relevant curriculum bodies and networks
Conditions	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>Classification Level and salary will be negotiated with the successful applicant, in accordance with qualifications and experience.</p> <p>This position is a Leadership position and attracts a POL 4 allowance.</p> <p>Time release from teaching: 28 lessons per 10-day cycle.</p> <p>The successful applicant is eligible for Relocation Assistance.</p>
Review and Appraisal	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.