



# Loyola College

## Position Description Professional Development Coordinator (PDC)

The quality of teaching and learning in a school has a direct bearing on student outcomes. This view is well supported by research. At Loyola College we believe that the teacher plays a key role in influencing student learning and improved student performance. The PDC supports teachers in exercising their classroom role and assists them in their ongoing development as classroom practitioners through formation reviews and ongoing professional development. The PDC works with the Teacher Formation Coordinator (TFC) and is responsible to the Principal through the Deputy Principal - Teaching and Learning.

### Responsibilities:

- Work with the TFC to monitor the quality of classroom teaching within the College
- Develop projects that improve the quality of teaching within the College
- Facilitate teacher use of data to improve the quality of teaching and delivery
- Conduct teacher Formation appraisals in collaboration with the TFC
- Develop and organise strategies for teachers to improve their teaching
- Organise in-house and external Professional Learning opportunities for teachers and non-teachers related to their specific areas
- Process all Professional Development applications from staff
- Support the Deputy Principal Teaching and Learning in assisting teachers to work in faculty teams

### Committee Membership:

- DOCAL
- Curriculum Focus group
- Chair of the Professional Development Committee
- Senior Leadership group

### Time allocation

8 x 62 minutes per 10 day cycle, plus pro-rata preparation time

### Teaching duties

The Professional Development Coordinator will teach approximately 30 x 62 minute periods per 10 day cycle.

### Annual Report to the Principal

Provide an annual written report to the Principal in August of each year to address the following areas: achievements, progress on goals for the year, any issues or concerns and recommendations for the following year.

### Remuneration

This position will be according to the Certified Agreement and will attract a POL 4 currently \$10,481.

**Other**

- Attendance at respective House Mass, Awards Evening, House Eisteddfod, College Productions, Year 12 Graduation Mass and Ceremony, school events such as the Arts & Technology show, Parent information evenings with a curriculum focus, Year 6 interviews
- Perform such other duties as required by the College Principal

**Child Safety:**

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.