



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

POSITION TITLE: Staff Professional Learning Coordinator

REPORT TO: Deputy Principal Teaching and Learning

TENURE: 2026 – 2027

POL: 2

TIME ALLOWANCE: 3 hours per cycle

The Staff Professional Learning Coordinator works in conjunction with the Deputy Principal and Deputy Principal Teaching and Learning to oversee the professional learning needs of all staff at St Mary MacKillop College.

DUTIES AND RESPONSIBILITIES:

New Staff

- Ensuring that all new staff members are provided with an induction into the College appropriate to their role in the College. For staff that begin at the start of the school year this will involve attendance prior to the start of the school year to run a half day induction program.
- Conduct the induction program for new employees, whenever they may begin during the year, at the College.
- Ensure knowledge of work spaces for new staff, from the Deputy Principal.
- Ensure that each new staff member is allocated a Mentor. Follow up with mentors to ensure new staff are receiving the support that they require.
- Ensure that new staff have access to technology, school resources and teaching requirements from the commencement date.
- Fostering communication and liaison between new staff, Mentor Teachers, Staff, Deputy Principal's and Principal.
- Ensuring that if there are concerns about the new staff member requiring intervention or support, that this is addressed by the appropriate member of the Leadership Team.
- Ensuring that if there are concerns raised by the new staff member, suitable support is provided by the House Leaders, or appropriate member of the Leadership Team.
- Ensuring that all Mentor Teachers are aware of the requirements of their role and are attentive to this.
- Continually assess and evaluate the Induction Program for new staff and ensure that it is developed accordingly. New staff to the college and staff new to teaching have different needs, adequate planning is required to address these needs.
- Providing support and assisting Mentor Teachers to identify and contribute to the Catholic ethos of the school.
- Orientating the new staff member to resources and practices in the school.

- Where the new staff member is a PRT, helping to identify strengths and weaknesses of the PRT and renewing enthusiasm through support and encouragement.

Provisionally Registered Teachers

The Coordinator of the New Staff Mentor Program is required to oversee the mentoring of Provisionally Registered Teachers, ensuring the following:

- The mentor meets with the PRT once a fortnight.
- The mentor encourages the PRT to collate the folio from Term Two onwards until its completion in Term Four.
- That the PRT/s attend relevant VIT sessions.
- The Mentor Teacher ensures the PRT works towards fulfilling all VIT requirements.

Professional Learning

- Manage compliance requirements and processes, ensuring that the college is complying with all legislative policies and processes.
- Plan and monitor staff involvement in external and internal professional learning activities; provide opportunities for staff feedback on these activities.
- Ensure that PD approval and attendance records are up to date.
- Email the appropriate leader of the department when a staff member attends a PD and encourage feedback in an appropriate forum.
- Implement and develop an effective professional learning framework to ensure the development and retention of quality staff. Develop a PD shared drive or resource bank.
- Working with the Teaching & Learning Team to develop and implement a comprehensive plan for staff professional development.
- Particularly encourage staff that have not attended external to the school PD to renew and update their skills.
- Encourage a climate of excellence in employment relations that fosters Team Leadership, Teamwork, Trust, Openness, Mutual Respect and Co-operative Problem Solving.
- Through research and networking, provide appropriate information and/or advice to staff in regard to opportunities for their own professional improvement and career alternatives, and to support them in their search for new challenges;
- Working closely with staff members to enable them to apply their strengths, gifts and talents to enhance the College;
- Keep an individual and Domain Area running sheet of attendance and costs associated with attendance at PD, detailing costs for registration;
- Link with organisations and professional bodies who can assist with professional development.
- Meet regularly with the Professional Development Team and other relevant personnel to approve Staff Professional Development requests;
- Support staff in leadership or management positions to identify relevant programs for in-servicing.
- Have an involvement in linking staff with similar interests and objectives
- Support staff in a confidential, well informed and attentive manner.

Committee/Team Membership

- Member of the Professional Development Committee
- Member of the Teaching & Learning Team

Other Duties

To undertake other duties as designated by the Principal.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.