



Professional Learning Coordinator

Title	Professional Learning Coordinator
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 3
Time Release	12 x 70-minute periods
Category	Teaching Staff
Key Reports	Vice Principal Staff & Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Staff & Operations Team

Purpose of the Position

The Professional Learning Coordinator is responsible for leading the strategic design, implementation and evaluation of a whole-school professional learning program that builds staff capability and improves student outcomes. This includes oversight of professional learning for all staff, both teaching and non-teaching, ensuring a consistent, evidence-informed approach to development through the use of data, feedback, observation and aligned goal setting. The role ensures all professional learning is aligned to College priorities, relevant standards and the needs of staff.

Working closely with the Vice Principal Staff & Operations, the Professional Learning Coordinator ensures that professional learning, mentoring, induction and performance development processes are coherent, aligned and impactful across the College. The role plays a key part in embedding a culture of continuous improvement, fostering collaboration and accountability, and ensuring professional learning leads to measurable improvements in practice and organisational effectiveness.

As a member of the College staff, the Professional Learning Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Professional Learning Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- HR & Compliance Manager
- Learning & Teaching Team
- Staff & Operations Team
- Catholic Identity & Mission Team
- Curriculum Leadership Team
- Wellbeing Leadership Team



Key Roles and Responsibilities

In collaboration with the Vice Principal Staff & Operations and relevant key contacts, the Professional Learning Coordinator will:

- lead and manage all aspects of professional learning across the College, ensuring a structured, evidence-informed approach to improving teacher practice, instructional consistency and student learning outcomes
- drive a clear and accountable performance and development culture through the use of data, feedback, observation and goal setting, ensuring all staff are supported and held to high standards aligned to the Australian Professional Standards for Teachers and College priorities
- oversee the effective setup, administration and ongoing maintenance of the Pivot Survey platform, ensuring high-quality staff feedback is collected, analysed and used to inform strategic decision-making
- lead the strategic analysis of multiple data sources (including Pivot, student outcomes, VCE data, classroom observation data and staff feedback) to identify trends, gaps and targeted areas for professional learning intervention
- translate data insights into targeted, measurable professional learning initiatives that directly improve classroom practice and student outcomes
- further embed and sustain the College's peer observation platform, ensuring it is consistently implemented across all learning areas and used as a core mechanism for improving teaching practice and collaboration
- coordinate observation cycles, feedback processes and follow-up actions to ensure peer observation leads to measurable improvement in instructional practice
- collaborate with the Vice Principal Staff & Operations and other members of the College Executive Leadership Team to develop and implement a whole-school professional learning strategy aligned with the College Annual Action Plan and Strategic Intent
- work with the Vice Principal Staff & Operations to develop and implement a targeted professional learning strategy for permission to teach teachers, ensuring compliance, support and progression toward full registration
- ensure all professional learning programs align with the Australian Professional Standards for Teachers and the relevant learning support (ATAPS) framework standards, where applicable
- lead and coordinate professional learning for all staff, ensuring consistency, quality and alignment across teaching and non-teaching roles
- manage the professional learning application process through EMS360, ensuring transparent, efficient and equitable processes for all staff
- provide timely, clear and consistent communication to staff regarding professional learning opportunities, expectations and application outcomes
- collaborate with learning areas and relevant teams to design and deliver high-impact professional learning aligned to identified needs
- support and quality assure annual review meeting (ARM) processes within EMS360, ensuring goal setting is rigorous, aligned to data and linked to measurable improvement in practice



- coordinate ARM processes and support staff in developing clear, evidence-based professional goals aligned with College priorities
- in collaboration with the Vice Principal Staff & Operations, oversee and continuously improve the College induction program to ensure new staff are effectively onboarded and aligned to College expectations and practices
- support and monitor mentoring programs for provisionally registered teachers and other early career staff, ensuring consistency, accountability and impact
- provide guidance and support to mentors and mentees to ensure a structured and effective mentoring experience
- continuously evaluate the impact of professional learning programs using data and feedback, and refine approaches to ensure ongoing improvement in staff capability and student outcomes
- provide strategic advice to the Vice Principal Staff & Operations and College Executive Leadership Team on professional learning priorities and rationale
- undertake other duties commensurate with the scope of the position, as directed by the Principal and/or Vice Principal Staff & Operations.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- Demonstrated experience in leading and coordinating whole-school professional learning initiatives
- Strong knowledge of the Australian Professional Standards for Teachers and their application in performance and development processes
- Proven ability to analyse and interpret data (including student outcomes, staff feedback and observation data) to inform strategic decision-making
- Experience in mentoring and supporting staff to improve classroom practice and professional growth
- Highly developed organisational and project management skills, with the ability to manage multiple priorities and systems such as EMS360 effectively
- Excellent interpersonal and communication skills, with the capacity to influence, build trust and work collaboratively with staff across all levels of the College.



Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear and strategic vision for the development, implementation and continuous improvement of whole-school professional learning processes that drive consistent teaching practice and improved student outcomes
4. An ability to work collaboratively and facilitate dynamic teamwork
5. Proven ability to use data (including student outcomes, staff feedback and classroom observation) to identify areas for improvement and design targeted professional learning that leads to measurable impact
6. Highly developed ability to coach, mentor and build the capacity of staff, including provisionally registered and permission to teach teachers, through structured programs that improve instructional practice and support professional growth
7. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.