

POSITION DESCRIPTION



Director of Learning Analytics

CLASSIFICATION	Teaching (Full-time)
BASIS OF EMPLOYMENT	Ongoing
TIME RELEASE	0.5 approx FTE
ESSENTIAL QUALIFICATIONS	Current and Valid Victorian Institute of Teaching (VIT) Registration

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including the Victorian Certificate of Education (VCE), VCE Vocational Major (VM) and Vocational Education and Training (VET). As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

Aitken College sees a future where young people are inspired to do their personal best in service to themselves and others, in association with the Uniting Church in Australia.

Mission

Aitken College will develop students' self esteem and confidence; expand their skills and intellect; and encourage them to become vital and compassionate members of the community.

Values

Our values guide behaviour that builds strong character and promotes the highest standards. Students, in particular, are empowered to embrace the values to achieve their personal best in all aspects of their lives, including learning, service, citizenship and wellbeing.

Compassion

We display genuine concern and support those in need.

Excellence

We strive to achieve our personal best.

Honesty

We behave and act truthfully and in good faith when engaging with others.

Kindness

We are considerate of others and treat them with empathy and generosity.

Respect

We accept and appreciate ourselves, others and our environment.

Aims

Through all our work, we aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.

- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

The Director of Learning Analytics will be a skilled professional with a proven track record in analysing large sets of data, identifying opportunities for improvement, and managing the quality and integrity of data at Aitken College. This role is essential for providing accurate and appropriate data to facilitate precise target setting, assessment, and intervention. The Director of Learning Analytics will work closely with the Executive and Leadership Teams to develop data training programs for staff, aiming to raise educational standards through informed decision-making.

The Director of Learning Analytics will use data to promote the College's culture of innovation, continuous improvement and better practice.

POSITION REPORTS TO

The Director of Learning Analytics reports to the Assistant Principal (Learning and Innovation) and is supported with regards to administrative matters by the Administration Assistant Learning and Innovation.

KEY RELATIONSHIPS

- The Executive Team
- The Leadership Team
- Heads of Learning
- Deputy Head Primary (PYP Curriculum)
- Deputy Head Primary (Pastoral)
- Researcher
- Technical Operations Manager
- Digital Platforms Manager
- Teaching staff

COMMITTEE MEMBERSHIPS

- Leadership Team
- Heads of Learning
- Curriculum Committee
- Management Team
- Timetable Committee
- Information and Communications Technology (ICT) Committee

KEY OUTCOMES

Data Management

1. The College's existing datasets, including but not limited to Synergetic, Schoolbox, NAPLAN, PAT-M, and PAT-R, are effectively managed and maintained.
2. Systems for various datasets are integrated in order to facilitate interpretation and use by staff.

3. Data-related integrity issues are promptly resolved, ensuring continuous and efficient data management operations.
4. Data integrity is ensured through rigorous quality assurance methods, in collaboration with relevant staff.
5. Data usage effectiveness is monitored and improved based on feedback, contributing to future planning.
6. Grant writing and funding applications are successfully supported with relevant data and comprehensive analysis.

Micro credentialing

1. Develop and implement a plan to integrate micro credentials into the school curriculum, ensuring alignment with educational goals and standards.
2. Establish and maintain electronic forms for micro credentialing program and provide oversight to ensure smooth operation.
3. Provide ongoing professional development opportunities to teachers to enable them to create and assess micro credentials effectively.
4. Monitor and evaluate the implementation of micro credentials to drive continuous improvement and enhance student learning outcomes, utilising feedback from students, teachers, and school leaders.

Data Analysis

1. Trends and areas for improvement in student performance, attendance, and behaviour are identified through thorough data analysis.
2. The impact of school programs and curriculum changes is evaluated using pre and post implementation data.
3. Enrolment trends and staffing needs are accurately forecast using predictive analytics.
4. Disparities in educational outcomes among different student groups are identified and addressed.
5. Student and parent surveys are effectively conducted and analysed, supporting staff in gathering valuable insights.
6. Regular and useful reports are created for school leaders and staff, enhancing decision-making processes.
7. Administrative processes associated with data collection are streamlined in collaboration with teaching staff.

Assessment and Reporting

1. Student reports are issued in a timely manner, in coordination with the Assistant Principal (Learning and Innovation) and the Digital Platforms Manager.
2. Innovative reporting practices, such as real-time data dashboards, are implemented to make the interpretation of student results easier for leaders, teachers, students, and/or parents/carers.

General

1. Undertake any other duties as requested by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Program of the College.

KEY SELECTION CRITERIA

1. Demonstrated educational leadership experience, with a proven track record of using data to inform effective decision making.
2. Proven track record of extensive Information Communication Technology (ICT) literacy in an educational setting with skills focused on data management and interpretation.
3. Extensive experience with data management and analysis including writing queries, coding, triangulation of data and the identification of trends between data sets.
4. Experience in implementing rigorous quality assurance methods to maintain data integrity in collaboration with relevant staff.
5. Experience in implementing innovative reporting practices, such as real-time data dashboards, to facilitate the interpretation of student results for leaders, teachers, students, and parents/carers.
6. Excellent communication skills to effectively communicate data confidentiality in conjunction with policies and procedures. Demonstrated history of preventing notifiable data breaches and ensuring compliance with data privacy standards.

MINIMUM QUALIFICATIONS

1. Master of Educational Leadership (or equivalent).

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: