

Position Description

Learning Partner, Literacy



Melbourne Archdiocese
Catholic Schools

About MACS

Melbourne Archdiocese Catholic Schools Ltd (MACS) aims to deliver an outstanding Catholic education that equips young people with the knowledge, skills, and optimism to go forward, live meaningful lives, and to enrich the world around them. MACS, the largest Catholic school employer in Australia, owns and operates approximately 300 Catholic schools in the Archdiocese of Melbourne, and is supported by a central enterprise function, of over 600 staff members.

The MACS Strategic Plan (MACS 2030: Forming lives to enrich the world) presents a challenging and inspiring vision of the educational experience that MACS seeks to provide for students in MACS schools. MACS's Strategic Plan outlines the vision, the mission of Catholic schools in the Archdiocese, and the major objectives for MACS over the months and years ahead. Our organisational values of Integrity, Respect and Excellence require a commitment from all MACS employees to contribute to ensuring we uphold and support the objectives of the organisation.

About the team and role

The purpose of the Education Excellence Directorate is to enable and empower the delivery of the best educational outcome for every student in our Catholic schools, supporting them to flourish and enrich the world. We do this by governing and serving our schools and their communities in a faithful and enduring way. We provide educational strategies, clear and consistent policies, frameworks, resources and guidance to develop and support our school leaders, our educators and our student enablers — to improve student outcomes and drive sustainable school performance. By focusing on learning excellence and innovation at our schools, in the light of Jesus Christ as our inspiration, our Directorate's workforce will strive every day to exceed in the delivery of world-leading, Catholic education — focused on the formation of the whole child.

The Learning and Teaching team sits within the Education Excellence Directorate. The team's purpose is to advance the student learning outcomes of schools by leading and developing evidence-based approaches to educational reform and curriculum through centrally developed framework for excellence, high-quality curriculum and teaching resources, and teacher support delivered regionally via the hub and spoke model.

The Learning Partner, Literacy, plays a pivotal role in driving the development and implementation of Literacy initiatives at both the system-wide and school levels. This position provides strategic advice on Literacy matters to regional teams, while actively collaborating to implement and monitor regional Literacy strategies. Leveraging a deep understanding of regional schools, the Learning Partner contributes to the continuous improvement of Literacy initiatives under the guidance of the Team Leader and Manager, Literacy.

Position Title	Learning Partner, Literacy
Reports To	Team Leader, Literacy
Directorate	Education Excellence
Direct Reports	N/A

Key responsibilities of the role

- Support the implementation of Literacy programs at both the regional and school levels.
- Provide expert advice on Literacy issues to regional teams, ensuring alignment with Vision for Instruction goals and system Literacy initiatives.
- Work collaboratively with regional and central teams to implement and monitor the Literacy strategy, ensuring effective and consistent execution and outcomes.



- Utilise in-depth knowledge of regional schools to inform Literacy initiatives.
- Support the development and implementation of specific Literacy programs as directed by the Team Leader and Manager, Literacy.
- Ability to use data to inform and improve Literacy practices, ensuring evidence-based decision-making and continuous improvement.
- Actively contribute to the team's goals and objectives to ensure the successful implementation of targeted program initiatives.
- Perform other duties as assigned within your scope of practice/work.

Key Selection Criteria

- Demonstrated experience and knowledge in developing and implementing Literacy programs at both system and school levels.
- Proven ability to utilise data to provide strategic advice on Literacy issues, ensuring alignment to the MACS Vision for Instruction and Literacy initiatives.
- Strong collaboration skills to work effectively with teams in implementing and monitoring Literacy strategies.
- In-depth understanding of regional schools and the ability to utilise this knowledge to enhance Literacy initiatives.
- Outstanding communication and interpersonal skills with ability to establish and maintain strong working relationships with key stakeholders.

Skills, qualifications and pre-requisites to undertake the role

Qualifications	Relevant tertiary qualification in a related discipline e.g. Education/Teaching.
Professional membership or Accreditation	Current registration with the Victorian Institute of Teaching
Previous Experience/s	Experience in supporting the development and implementation of specific Literacy programs. Experience teaching in schools.
Organisational values	A commitment to the organisational mission, vision and values of Integrity, Respect and Excellence and to the ethos, values and mission of Catholic education including alignment with MACS's Child Safety standards.
Licenses Required	A full, current, and maintained Victorian Driver's license and motor vehicle
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing and protection of children, and therefore you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Alternative to holding a WWCC and NCHC, MACS will accept evidence and continued maintenance of a full and current Victorian Institute of Teaching (VIT) registration. 2. You must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during the course of your employment with MACS. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with MACS. 3. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

