



DIRECTOR OF TEACHING AND LEARNING (YEARS 7 - 12)

Position Description

POSITION:	Director of Teaching and Learning (Years 7 – 12)
DEPARTMENT:	Academics Years 7 to 12
RESPONSIBLE TO:	Principal
REPORTS TO:	Principal

POSITION OVERVIEW

The role of Director of Teaching and Learning is to facilitate the development and implementation of a creative and responsive Years 7 - 12 curriculum to ensure quality student outcomes; and to lead strategic planning and associated accountabilities. The Director of Teaching and Learning is recognised and highly respected by colleagues, parents and community members as an exemplary educator who is able to drive high quality teaching and learning practices.

The Director of Teaching and Learning operates in collaboration with their respective peer leaders; Director of Teaching and Learning Early Learning and Director of Teaching and Learning Years 1 – 6.

This role requires the responsibility for leading the Head of Faculty Team Years 7 to 12, as well as Pedagogical Coaches for Literacy and Numeracy across both the Middle and Senior College.

This role leads initiatives that focus on improving educational outcomes for all students. The Director of Teaching and Learning (Years 7 – 12) continues to seek ways to improve their own practice and to share their experience with colleagues. They are skilled in mentoring new and beginning teachers as well as inspiring experienced educators, using initiatives that develop knowledge, practice and professional engagement in others. They promote creative, innovative thinking among colleagues.

AREAS OF RESPONSIBILITY

Strategic

- AOP'S – Development, implementation and monitoring
- Curriculum, teaching and learning strategic directions for Years 7-12

Management

- Leadership and management of Heads of Faculty
- Monitoring of the curriculum teaching & learning budget
- Years 7 - 12 curriculum policy development
- Assessment and academic calendars
- Lead faculty curriculum development
- Curriculum implementation
- Oversight of co-curricular programs and activities (ACE)
- Involvement in staff allocations to classes Years 7 – 12



Curriculum

- QCAA and ACARA policy and curriculum directions
- QCAA information dissemination
- Curriculum planning, directions and implementation
- Develop quality curriculum that embeds CCEs into T & L processes
- Ensure classroom practice reflects the requirements of the QCS test and prepares for the incoming External Senior Assessment system
- Quality control of assessment Years 7 – 12
- Involvement in strategic and operational timetabling (Years 7 – 12)
- Years 7 – 12 work programs
- Involvement in the development of the assessment and reporting framework
- Oversight of QCAA monitoring and verification process
- Performance measurement and associated staff support processes
- Student performance data collation and analysis in conjunction with the Performance Manager
- Development and delivery of Academic Talent programs for students of Years 7 - 12
- Member of the extra-curricular and calendar committees
- Oversight of secondary literacy strategy – including management of literacy support teacher and development of intervention programs
- Lead the development of integrated and design thinking programs across years 7 – 12
- Provide opportunities for teacher leaders to create and drive initiatives in accordance with whole-College and / or Secondary priorities

Digital Pedagogy

- Skills and experience in eLearning tools, LMS and e-learning platforms, along with an understanding of innovative teaching practice and quality online course design
- Experience in designing and implementing project based, cross disciplinary STEAM inspired learning
- Lead and encourage new ways of learning within the secondary College including Flipped Learning, Project-based learning, blended learning
- Entrepreneurial and creative leadership utilising existing frameworks or tools to measure success

Human Relations

- Performance appraisal – academic staff
- Management of teacher aides and assistants Years 7 – 12
- Staff induction – New and Beginning Staff
- Staff development and training
- Recruitment and selection
- Oversight and liaison with staff with special curriculum responsibilities
- Parental concerns re: curriculum

Parents/Community

- Public relations
- Involvement in Parent Information Evening



Chair

- Executive Curriculum Committee

Professional Development

- Maintain a program of professional development both employer directed and school supported, to ensure QCT requirements are met.
- Assist Faculty staff to maintain their own professional development.

Workplace Health & Safety

- Ensure that safe procedures are incorporated into the operations of the Faculty in accordance with the College's Occupational Health & Safety Policy.
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SELECTION CRITERIA:

1. Demonstrated capacity to provide curriculum leadership across multiple year levels and subject areas, leading to the achievement of quality learning outcomes for all students.
2. Demonstrated strong interpersonal skills, experience in change management and the capacity to develop and sustain productive relationships within and beyond the school community.
3. Capacity to use data in strategic planning and implementation of contemporary educational pedagogy practices to continuously improve academic outcomes.
4. Demonstrated knowledge and implementation of processes underpinning Self-Directed Learning and Virtual Classroom environments.
5. Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes.
6. Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values.