



DIRECTOR OF TEACHING AND LEARNING (YEARS 1- 6)

Position Description

POSITION:	Director of Teaching and Learning (Years 1-6)
DEPARTMENT:	Academics Years 1 to 6
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 1-6 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 7 – 12 and is a member of the Senior Executive Team within the College.

This role requires the responsibility for leading the Head of Curriculum Primary Years, Academic Staff as well as Pedagogical Coaches, Education Adjustment Program (EAP), the Learning Support Programs and Tutoring Programs across Years 1-6.

This role leads initiatives that focus on improving educational outcomes for all students. The Director of Teaching and Learning (Years 1-6) 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 and approaches to learning among colleagues.

AREAS OF RESPONSIBILITY

Strategic

- AOP'S – Development, implementation and monitoring
- Curriculum, teaching and learning strategic directions for Years 1-6

Management

- Leadership and management of Head of Curriculum, Academic Staff, Pedagogy Coach, Learning Support Team, Tutoring Team, Education Adjustment Program Team (EAP)
- Monitoring of the curriculum teaching & learning budget
- Years 1-6 curriculum policy development
- Assessment and academic calendars
- Lead faculty curriculum innovation, implementation and development
- Oversight of co-curricular programs and activities
- Involvement in staff allocations to classes Years 1- 6



Curriculum

- QCAA and ACARA policy and curriculum directions
- Curriculum planning, directions and implementation
- Develop quality curriculum that embeds innovative and highly effective pedagogical strategies
- Ensure classroom practice reflects the curriculum, pedagogical frameworks and core priorities in embedding new generation tools and technologies to achieve student exit outcomes
- Involvement in strategic and operational timetabling (Years 1- 6)
- Involvement in the development of the assessment and reporting framework
- Management of academic reporting processes (Years 1-6)
- Leadership of NAPLAN testing preparation, administration
- Student performance data tracking and analysis in conjunction with the Performance Manager
- Development and delivery of Academic Talent programs for students of Years 1- 6
- Management of the Learning Support and Tutoring Programs Years 1- 6
- Management of the Education Adjustment Program (EAP) Years 1-6
- Provide opportunities for teacher leaders to create and drive initiatives in accordance with whole-College and / or Primary priorities

Digital Pedagogy

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

Human Relations

- Performance development and appraisal processes– academic and corporate staff
- Management of teacher aides and assistants Years 1- 6
- Staff induction – New and Beginning Staff
- Staff professional development and training
- Recruitment and selection
- Oversight and liaison with staff with special curriculum responsibilities
- Student Induction and Transition programs

Parents/Community

- Public relations
- Parent Education Programs
- Parent Information Evenings



Professional Development

- Maintain a program of professional development both employer directed and school supported, drive continuous improvement and 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 strategies underpinning digital tools and pedagogies, project based learning and STEAM.
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.