



Sheldon College Position Description



Dean of Learning (K – 12)

Department:	Academics Year K - 12
Reports to:	Director of Teaching and Learning
Responsible to:	Principal

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting, and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide an outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

Position Overview

The role of the Dean of Learning is to work collaboratively with the Director of Teaching and Learning and the Director of Primary to develop and implement the learning vision of Sheldon College. The Dean of Learning will support the ongoing development of a dynamic, supportive, and rigorous learning environment where each student is empowered to reach their potential.

Collaborates with: Director of Primary, Head of Learning Enhancement, Heads of Faculty, Education Support Officers, Pathways Advisor, Administrative Support, Director of ICT

Membership of: Executive Curriculum Committee, Pockets Committee

The successful applicant will model exemplary classroom practice and teach a load of approximately 0.2 – 0.4 FTE in their chosen subject area. The load may be reduced initially to allow the successful applicant to establish themselves in the role.

Executive Leadership Function

- Is a member of the Executive Leadership Team;
- Works with others to produce and implement clear, evidence-based improvement plans and policies that promote and sustain school improvement;
- With other members of the College Executive, contributes to and implements the College's Strategic Plan, vision and values, while taking a leadership role in the coordination, monitoring and updating the plan;





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- Maintains a high level of professionalism for staff, students, and the broader College community;
- Fosters a supportive environment for staff that promotes wellbeing, collaboration, and transparency;
- Models exemplary practice in instructional leadership;
- Undertake any other responsibilities as directed by the Principal.

Key Duties and Accountability

Teaching and Learning

- In conjunction with the Head of Learning Enhancement and the Director of Teaching Learning management of the AARA process for students in Years 10-12 and organisation of three-way conversations in the support of students;
- Contribute to the development and implementation of an innovative, contemporary and relevant 7-12 curriculum;
- In collaboration with the Director of Teaching & Learning and Pathways Advisor, manage subject selection procedures, SET planning and relevant information sessions;
- Management of the Year 12 Mentoring program;
- Model outstanding classroom teaching and curriculum development in the chosen discipline area.

Data and Evidence Informed Practice

- Develop and implement strategies to promote a culture of divergent thinking and robust interrogation of data across all areas of student performance;
- In consultation with the Senior Leadership Team, lead the redevelopment of Learning Analytics to ensure effective use of academic and pastoral data by staff, students, and parents;
- Ensure a timely, accurate and reliable rollover of evidence into Learning Analytics – including internal school data as well as external data sources;
- Implement data tracking processes to monitor, advise and support the academic progress of students as they move through the College;
- Organise three-way conversations for identified students and arrive at a plan for their academic improvement;
- Build staff capacity in the use of Learning Analytics to ensure evidence-based interventions for student and cohort progress, with a focus on targeted professional learning around systems and data literacy;
- Build staff capacity in the use of SchoolBox and processes that contribute to smooth and efficient





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reporting;

- Responsibility for the integration of data (from SchoolBox, TASS, & Learning Analytics) to calculate and determine:
 - eligibility for relevant College awards
 - GPAs
- Oversight of under achieving students, students at risk and student learner profiles;
- Management of NAPLAN, ICAS, ACER, PAT & diagnostic testing, and the analysis of data to inform teaching practice, pedagogy and appropriate professional learning;
- Management and administration of Academic Scholarship Testing & analysis of data;
- Analysis of QCE results and ATARs to inform cycles of improvement in educational delivery and strategic decisions;
- Provide feedback to the Enrolments Manager on academic performance of new or potential students and scholarship applicants;
- Prepare data reports and presentations as required, including but not limited to: cohort progress, subject progress, students at risk reports, and reports on progress towards school improvement targets.

Assessment and Reporting

- Accepts responsibility for specific tasks associated with the NSSAB review and improvement processes;
- Management of student academic reports (K -12), with exceptional and transparent quality control processes;
- Monitoring of the 'continuous feedback' process to ensure quality and consistency across the College (K-12);
- Management of QCE & QCAA data, including the monitoring and verification process, endorsement, and confirmation;
- When required act as the Principal's Delegate to the QCAA;
- Oversight of the College Annual Report.

General Duties

- Attend all College Assemblies, staff meetings, parent teacher evenings and College events;
- Be a visible presence at community events;
- Participate in the College camping program;
- Contribute to College publications, including provision of academic 'Thought Leadership' articles;





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- Meet data requirements set by the Principal, Director of Teaching and Learning & Director of Primary.

Leadership Attributes

- Understands, applies and shares contemporary educational research, theory and practice in pedagogy, assessment and reporting;
- Defines challenges clearly and seeks positive solutions, often in collaboration with others;
- Develops and maintains structures for effective liaison and consultation;
- Has experience in a leadership position in a school setting, preferably in the areas of curriculum and teaching and learning programs;
- Fosters an inclusive environment where transparent communication, trust and respect are paramount.

