



# The Springfield Anglican College

## Position Description:

## Director of Teaching and Learning

Last Reviewed: September 2019

### Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

### 1. Position Details:

<b>Position Title:</b>	Director of Teaching and Learning
<b>Location:</b>	Secondary Campus
<b>Classification:</b>	Executive Leadership (non-EBA position)
<b>Reports To:</b>	Principal
<b>Reports In:</b>	Heads of Department, Curriculum Teaching Staff and Teacher Aides report through this position to the Principal Head of Academic Extension Coordinator – VET and Career Pathways Administrative Support Officer to the Director of Teaching and Learning
<b>Collaborates with:</b>	Head of Secondary Head of Teaching & Learning (Primary)
<b>Status:</b>	Permanent, Full-time
<b>Last Reviewed:</b>	September 2019
<b>Special Conditions:</b>	This position deputises for the Principal as required. The position will formally deputise, and be on campus during term breaks for a minimum period of four (4) weeks per academic year.

### 2. Essential Qualifications:

<b>Academic Qualifications:</b>	Four year degree qualification suitable for registration as a teacher as required by the Queensland College of Teachers
<b>Registration Requirements:</b>	Registered with the Queensland College of Teachers
<b>Blue Card:</b>	Not Required
<b>Experience:</b>	Demonstrated experience leading the development, management and improvement of the teaching and learning function in an independent school environment.
<b>Other:</b>	Nil

### 3. Position Purpose:

Responsible to the Principal, the Director of Teaching and Learning is a key executive leadership role whose purpose is to make a significant contribution to the strategic direction of the College.

The Director of Teaching and Learning is responsible for the learning, teaching, curriculum and academic administration of the Secondary School. Consistent with AITSL Professional Standards, the Director is responsible for raising student achievement and improving the quality of teaching and learning across the Secondary School of the College, and collaborating with key primary staff to continuously improve a seamless progression of educational programs from primary to secondary, consistent with the College's strategic plan, vision, mission and values. The Director of Teaching and Learning has a particular responsibility for the College's vision of building a learning community with a standard of excellence.

This position has a strong emphasis on the implementation of best practice in all areas of pedagogy, learning and curriculum. A personal and professional commitment to continual school improvement is a key component of this position, ensuring The Springfield Anglican College continues to build on a strong academic history.

### 4. Accountabilities

*In addition to meeting the National AITSL Standards to a highly accomplished standard, the Director of Teaching and Learning is responsible for the achievement of specific outcomes in the following key strategic areas:*

#### **Teaching and Learning Accountabilities:**

Oversee the management and delivery of curriculum for the Secondary School:

- Ensure all programs are accessible and relevant and that students and parents are cognisant of course requirements
- Ensure effective tracking of students' academic progress
- Ensure effective communication with the parent body on the progress of each student
- Ensure that the curriculum offering is relevant, innovative and balanced
- In conjunction with the Head of Primary and Teaching and Learning Coordinator P-6, provide guidance for and oversight of the delivery of learning programs for the Primary School
- In conjunction with the Head of Learning Enhancement and the Coordinator of Academic Extension, ensure that the learning needs of all students are catered for in the pedagogical practices and methodologies, curriculum and additional programs
- Oversee the implementation of the eLearning and digital literacy programs, to ensure consistency of practice and high standards underpin learning programs across the curriculum
- Assist in the management of any underperformance in practice by College teaching staff
- Contribute to the development and review of the policy framework concerning teaching and learning matters.

Provide vision and leadership in the development of best practice in pedagogy:

- Develop and manage programs that ensure sustainable programs of best practice in teaching skills, strategies and techniques
- Promote understanding of the AITSL professional standards for teachers

Provide vision and leadership of an integrated curriculum:

- Promote initiatives into best practice creating a broad and deep knowledge across subject areas
- Promote the development of skills to ensure that students develop the ability to enquire, problem solve and think creatively and critically

**Strategic Leadership:**

The Director will:

- Provide leadership and vision relating to teaching, learning, curriculum, assessment and reporting to inform best practice and maximise student outcomes
- Oversee the collection, analysis and interpretation of learning data to improve teaching and learning practice
- Encourage and demonstrate creative, responsive and appropriate teaching and learning in the classroom
- Anticipate the learning impact of future technologies and make recommendations for their use in the classroom
- Proactively foster the development of a cohesive teaching and learning culture within the College which is student focused
- Build close professional relationships with the Tertiary Sector
- Contribute to the general strategic direction of the College and develop programs to fulfil the relevant strategic objectives of the organisation and lead the implementation of the academic strategic direction of the College.

**Operational Management:**

The Director will:

- Work closely with student, parents and staff to meet the learning needs of students
- Chair the Teaching and Learning Leadership Team, to lead and ensure high standards in the delivery of learning programs across the College
- Empower teachers to use technology to enhance learning experiences
- Oversee the development of timetables and develop flexible learning arrangements, including the coordination of Distance Education, to meet the strategic direction of the College and the learning needs of student
- Collaboratively plan and oversee subject selection processes and SET planning including the preparation and communication of relevant information and material
- Develop programs based on statistics and data to support teaching and learning outcomes
- Be responsible for the student reporting process, including its systematic review and improvement, to ensure that students and parents receive timely, accurate, transparent and useful information about a student's progress
- Provide administrative support to staff as they prepare documentation in the area of academic compliance
- Plan and oversee an effective program for parent/teacher conferences
- Provide oversight of the QCAA Student Management System and responsibility for its accuracy
- Develop and implement systems to track each student's development and progress and provide targeted information for response by the student, teacher and family
- Oversee the NAPLAN preparation program and NAPLAN online implementation for the Secondary School



- Oversee the QCAA senior assessment processes for Years 11 and 12 in consultation with other curriculum leaders
- Ensure the College complies with the all statutory curriculum requirements, including QCAA, National Curriculum and general government compliance
- Prepare the Secondary timetable, and provide guidance over the preparation of the Primary timetable to ensure consistency of approach and continuity of experience for TSAC students.
- Manage the approvals of staff leave and curriculum based professional development and their respective budgets
- Calculate academic award winners for Scholars' Assembly and Speech Night
- Liaise with tertiary institutions to coordinate pre-service teacher placements
- Take on additional duties, consistent with the role, as required by the Principal.

## 5. Domains of Professional Responsibility

The Director of Teaching and Learning works in collaboration with the Executive Leadership Team to meet the following domains of professional responsibility. The professional responsibility should be read within the context of the Statement of Principles of Leadership and Management and the Statement of Principles of Teaching and Learning, attached to this Position Description.

### **Student Protection**

The Director of Teaching and Learning will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.

### **Commitment to the College Vision and Goals:**

The Director of Teaching and Learning will demonstrate commitment to the College aims and philosophy in holistic education and support the College's worship and value based approaches.

### **Commitment to Students and Student Learning:**

The Director of Teaching and Learning contributes to the design, documentation, implementation and evaluation of contemporary, innovative and informed programs that create a learning environment that encourages students to be problem solvers, decision makers and lifelong learners who are contributing members of society.

### **Collaboration within the Learning Community:**

The Director of Teaching and Learning contributes to the creation and maintenance of a collaborative and supportive learning community; upholding the values and standards of the learning community.

### **Leadership and Management:**

The Director of Teaching and Learning will contribute to the management and development of the College's educational philosophy and strategic vision; contributing to a culture of continuous review and improvement through the annual review of goals and achievements for Co-Curricular Engagement area. The Director of Teaching and Learning will stay abreast of current subject trends and issues likely to impact on the academic achievement of students.

**Staff Leadership and Management:**

The Director of Teaching and Learning will lead and manage the College's co-curricular programs, allocating and managing resources, and providing leadership to staff, both individually and collectively. The Director of Teaching and Learning will develop and maintain lines of communication with staff on all matters relevant to their roles. The Director of Teaching and Learning will support the Professional Review and Learning Program.

**Curriculum Development and Management:**

The Director of Teaching and Learning will ensure that the College's co-curricular and ancillary curriculum-based offerings support its academic focus and curriculum development, implementation and evaluation; developing with co-curricular personnel an educational framework which is articulated through a holistic educational approach. The Director of Teaching and Learning oversees the development, implementation and evaluation of co-curricular documents across the in collaboration with key specialist staff; ensuring the development and dissemination of relevant information for staff, students and parents as appropriate. The Director of Teaching and Learning will encourage innovation and program initiatives which enhance the quality and relevance of the curriculum.

**Development of the College Community:**

The Director of Teaching and Learning will provide effective management of the College's relationships with parents and other stakeholders.

**Operational Management:**

The Director of Teaching and Learning will provide a framework for effective operations of each curricular programs; keeping up-to-date of developments in each program's responsibility.

**Duty of Care:**

The Director of Teaching and Learning ensures the College's duty of care for both staff and students is adhered to and that all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices are met.

All employees recognise and accept that multi -skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

## 6. Selection Criteria / Competencies

*The ideal candidate will possess the following competencies, skills, qualifications and experience:*

- Demonstrated successful strategic curriculum leadership and management, achieving excellent student learning outcomes
- Demonstrated high order skills in staff leadership and management, resulting in the achievement of strategic vision and goals
- Demonstrated high level capacity to lead and develop understanding by students and parents of academic opportunities, programs and expectations within the College
- Demonstrated high order capability in the provision of effective school administration
- Demonstrated high order communication and interpersonal skills, including conflict resolution and negotiation
- Demonstrated high order capabilities in team building



- Demonstrated experience in change management
- Possession of relevant post-graduate tertiary qualifications
- Must be registered or eligible for registration in Queensland as a teacher

*In addition, the candidate will possess the following personal characteristics:*

- A solutions focused approach
- Vision
- An openness to new ideas
- Energy, passion and positivity
- Purpose

## The Springfield Anglican College – Principles of Executive Leadership

*The College believes that success as leaders and managers requires:*

- Modelling of a positive and proactive approach to staff and students
- Excellent leadership skills, including integrity, self-awareness, vision, communication and empowering others
- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- The ability to manage stress and live a balanced life

*Effective leadership and management at the College will therefore involve:*

- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Providing a framework for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building.
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures regularly for improvement and to protect the College legally.
- Developing operational plans which support the implementation and regular review of the achievement of strategies and action.
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development



## The Springfield Anglican College – Principles of Learning and Teaching

*The College believes that effective learning occurs both in the classroom and beyond when:*

- There are high expectations of success
- The teacher is enthusiastic and knowledgeable
- Students receive constructive feedback and recognition
- Students are motivated and take responsibility for their learning
- Students believe that effort makes a difference
- Students feel safe and able to take risks
- Habits of learning are fostered through meaningful homework
- Students have personal ownership of their own learning
- Tasks are action orientated and inquiry based
- Tasks are reflected in real life experiences
- Consistent with the ethos of the College, the students' sense of worth is fostered

*It follows that effective teaching must incorporate:*

- Teachers setting high expectations for student achievement
- Teaching strategies which provide for rigour, challenge and engagement
- The use of a wide range of teaching strategies and approaches including:
  - Active learning and inquiry based methods
  - Opportunities for cooperative learning
  - Providing frequent and timely feedback on student progress
  - Project based and problem solving activities
  - The setting and marking of meaningful homework and encouragement of good study habits
  - Differentiated assessment techniques to extend student learning
- Opportunities for students to gain control over their learning through:
  - The teaching of thinking skills and other meta-cognitive processes
  - The use of teaching strategies which embrace different learning styles
  - A focus on the teaching of thinking skills and processes
  - The use of frameworks such as work plans and schedules
- A focus on strong communication between student and the teacher characterised by encouragement, constructive feedback and recognition
- A strong focus on high levels of literacy and numeracy
- A positive and safe learning environment which fosters self-worth and risk taking