

**Position Description***Director of Teaching & Learning  
- Middle & Senior*

---

<b>REPORTS TO:</b>	Head of College & Head of Campus-Middle & Senior
<b>KEY RELATIONSHIPS:</b>	Head of College and other Senior Leadership Team (SLT) members, PAR staff, teaching staff
<b>COMMENCEMENT DATE:</b>	1 January 2023
<b>LOAD:</b>	FTE 0.6 (approximately)

**OVERVIEW**

The Director of Teaching & Learning is appointed by and reports to the Head of College, Prince of Peace Lutheran College. The Director of Teaching & Learning responsible to the Head of Campus-Middle & Senior for the day-to-day teaching and learning management of the Middle & Senior Campus of Prince of Peace Lutheran College (Years 7-12), Everton Park.

Working closely with students, in line with the Mission & Vision of the College, the Director of Teaching & Learning will have expertise in curriculum and pedagogy with a futuristic approach and desire to inspire, motivate and be passionate about the education of young people.

The Director of Teaching and Learning will be an experienced and innovative teaching and learning specialist who will model and support the core values and ethos of Prince of Peace Lutheran College. They will demonstrate organisational and educational leadership and will be experienced in achieving agreed goals in collaboration with others.

Knowledge of, and a capacity to influence contemporary learning environments to strategically lead innovation is essential for this role. The Director of Teaching & Learning will support the College's Strategic Vision and in particular, they will be leading the engagement of the Middle & Senior Campus with opportunities to engage with the broader community and key stakeholders.

The incumbent will demonstrate an ability to inspire and enthuse others and to accept feedback in respect to the effectiveness of their leadership. As a caring, compassionate and capable leader, they will build the capacity and culture within the staff team and inspire an environment of academic excellence where students strive and thrive.

The Director of Teaching & Learning will be an open-minded and reflective leader who will facilitate the development of others within the school community. This role will have significant influence on staffing decisions within this sub-school.

This position will work cohesively and collaboratively with staff to build positive relationships and develop ownership and shared acceptance of ideas and actions.

The Director of Teaching & Learning is appointed by the Head of College.

## THE ROLE

### Responsibilities of the role:

1. **As delegated by the Head of College and Head of Campus-Middle & Senior, the Director of Teaching & Learning is responsible for the strategic curriculum and pedagogy on the Middle & Senior Campus:**
  - Promote contemporary teaching and learning practices amongst teachers
  - Develop and distribute timelines for curriculum submission
  - Collaborate with Curriculum Leaders in reviewing and mapping curriculum in their areas to ensure teaching and learning programs are meeting requirements
  - Liaise with the QCE Coordinator to ensure smooth and effective transitions for students into the QCE/ATAR pathways and drive continuous academic improvement
  - Keep abreast of educational research and trends, and inform teachers of curriculum developments
  - Liaise with the Curriculum Leaders, Year Level Coordinators and Head of Campus-Middle & Senior to identify opportunities and curriculum initiatives across year levels
  - Work with the Head of Campus-Middle & Senior on timetabling elements of curriculum initiatives.
2. **Oversee and implement Teaching and Learning**
  - Ensure observation and coaching is promoted throughout the College and based on the AITSL standards
  - Collect and use student feedback to assist teachers to reflect on the impact of their teaching and engagement with students
  - Actively mentor staff in pedagogy and instruction and provide appropriate professional development in this area
  - Work closely with the Learning Enrichment Coordinator (7-12) to plan and implement programs based on NCCD data, including alternative programs.
3. **Feedback, Assessment, Data and Reporting**
  - Manage assessment, reporting, feedback and parent teacher interview process
  - Oversight and management of the College Learning Management System (SEQTA) including monitoring of staff engagement ensuring assessment and feedback is up to date and easy to access
  - Collaborate with Learning Enrichment Coordinator to oversee testing programs such as the NAPLAN and ACER PATs
  - Utilise school data to develop a culture of continuous improvement
  - Coordinate NAPLAN, PATs & QCA results communication to parents, students and staff.
4. **Administration Responsibilities**
  - Review and update handbooks and policies related to the role
  - Lead staff in regular meetings; including Curriculum Leaders and general staff meetings.
5. **General**
  - Be an active member of a Christian Church
  - Ensure staff within the Middle & Senior Campus embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation
  - Hold appropriate, or be willing to gain, Lutheran accreditation leadership qualifications as required by the Lutheran Church of Australia (Accreditation L)

- Be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion
- Perform such other duties as the Head of College may assign from time to time.

## **6. Leadership**

- Curriculum leadership through modelling and innovation
- Management of staff, especially in relation to curriculum and pedagogical matters
- Work collaboratively with the Head of Campus - Middle & Senior and implement curriculum initiatives and current educational directions with staff, empowering teachers to be curriculum designers and risk takers
- Development of Middle & Senior Campus procedures relating to teaching and learning
- Assists the Head of Campus – Middle & Senior in the selection, appointment and deployment of teachers on the Middle & Senior Campus
- Facilitate positive relationships with students, staff and parents
- Assist Head of Campus – Middle & Senior with staff structures and teaching loads
- Work in conjunction with the 7-12 Learning Enrichment Coordinator and teachers to monitor/guide/direct the Learning Enrichment Program
- Analyse and evaluate all available data sources including but not limited to NAPLAN, PISA, PATs, QCAA and internal benchmarking to inform teaching and learning directions
- Assist in the setting of Middle & Senior Campus budgets
- In conjunction with the Head of Campus – Middle & Senior, assist with staff appraisal processes
- Assume the role of Acting Head of Campus – Middle & Senior as required.

## **7. Curriculum & Pedagogy**

- Together with the Head of Campus – Middle & Senior, lead the ongoing planning, development and implementation of curriculum and pedagogy in the Middle & Senior Campus
- Work closely with the Deputy Head of Campus – Junior and Learning Coach on the Junior Campus to ensure a seamless P-12 curriculum is planned, documented implemented and monitored
- Lead the selection and implementation of the College agreed pedagogical framework(s) in the Middle & Senior Campus in conjunction with the Head of Campus – Middle & Senior and Curriculum Leaders
- Assist with the educational program for the Middle & Senior Campus so that it is balanced and meets the individual needs of all students
- Lead Curriculum Leaders to develop strategies to ensure that teacher programs are functional working documents meeting ACARA/QCAA requirements and are regularly reviewed
- Meet regularly with Curriculum Leaders to support their leadership development and implementation of strategic priorities, curriculum programs and pedagogical delivery
- In consultation with the Head of Campus – Middle & Senior, oversee (and deliver as appropriate) the professional learning plan for the Middle & Senior Campus, implement and review the College's teaching and learning framework, with specific reference to the Middle & Senior Campus
- Plan for digital integration strategies and liaise with Learning Enrichment to embed appropriate learning support strategies and procedures
- Provide oversight of the Middle & Senior Campus involvement in NAPLAN, ICAS, PATs and other external testing programs, ensuring that eligible students are entered, parents are informed, staff are adequately prepared, materials are distributed and collected in a timely manner and that the tests are correctly administered
- Develop and manage the assessment and reporting procedures within the Middle & Senior Campus ensuring that staff adhere to school policy

- Oversee and manage in conjunction with relevant staff Special Provisions and Access Arrangements and Reasonable Adjustments (AARA) in collaboration with the QCE Coordinator
- In consultation with the Head of Campus – Middle & Senior, mentor new staff and beginning teachers relating to Prince of Peace policies, curriculum and pedagogical frameworks
- Work closely with Careers Coordinator, Head of Campus – Middle & Senior to ensure flexible student programs are available and implemented
- Assist and monitor the planning of excursions and camps in accordance with ACARA/QCAA expectations and the College's Outdoor Education program
- With the Head of Campus – Middle & Senior, manage and monitor pre-service teachers in the Middle & Senior Campus
- Assist staff in the management of classrooms, equipment and external environments to provide a safe and effective learning experience for students
- Where required, support relevant staff with the ordering of resources and consumables
- As required, take part in meetings with parents, students and staff
- Convene as required forums comprised of students, staff and parents to consider a range of specific College operations
- Undertake a teaching load equivalent to 0.4FTE (approximately) by negotiation with the Head of Campus – Middle & Senior.

#### **8. Teacher Appraisal and Accreditation Process**

- Lead the administration of all teacher appraisal and accreditation processes including:
  - The collection and input of data from the lesson observation processes
  - The collection and filing of interim appraisal and summative appraisal forms
  - Communicating with the Director of Teaching and Learning to ensure that the staff responsibilities document is regularly updated and accurate
  - Lead the administration of all teacher accreditation processes liaising with Director of Teaching and Learning, where necessary
  - Create and maintain records for prac students.

#### **9. Administration**

- Assist with the administration of the Teacher and Leader Growth and Development and Appraisal process
- Collate teaching staff probationary documentation
- Administer professional learning applications for teachers, including TASS entry, purchase orders (including travel requirements) and relief staffing as required
- Administer staff professional learning days, events and meetings including preparation of programmes, booking venues, catering and other requirements
- Assist with the administration processes required for Teachers to apply for Full Registration with the Queensland Teachers Registration Board
- Any other duties as directed by the Head of Campus – Middle & Senior or Head of College.

## **OBJECTIVES**

The Director of Teaching & Learning will:

- Assist the Head of Campus – Middle & Senior in fulfilling the aims and purposes of Prince of Peace Lutheran College, supporting the philosophy and ethos of the College
- Accept the delegated responsibility and authority vested by the Head of Campus – Middle & Senior and assume the overall management of Curriculum and Pedagogy in the Middle & Senior Campus.

## PERFORMANCE

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged. The Director of Teaching & Learning is regularly monitored against these KPIs and professional guidance and feedback is provided as required.

## ATTRIBUTES

### Personal & Professional Attributes:

The Director of Teaching & Learning will:

- Be a committed Christian, preferably a regularly practising communicant member of the Lutheran Church of Australia
- Be a person whose educational and personal philosophies align with the mission and values of Prince of Peace Lutheran College
- Be a person with a strong focus on collaboration and teamwork
- Be a highly visible leader with a strong personal drive, energy and ambition to inspire and motivate others
- Be a leader who understands and supports a focus on student learning and demonstrates strong instructional leadership
- Be a leader who sets high standards in areas of scholarship, dress and personal behaviour
- Have proven capability as a senior leader within a P-12 environment
- demonstrate personal qualities of courage, resilience and self-awareness with the ability to act with integrity and fairness particularly under challenging circumstances
- Possess outstanding communication skills with the ability to engage with the broader College community - students, staff and parents
- Be able to think strategically and implement the strategic intent of the College
- possess a degree of business acumen and the ability to understand the business and commercial needs of a modern school
- Be a model servant leader as shown to us by our Lord and Saviour, Jesus Christ
- Display the qualities of good leadership, management and administration
- Be working closely with the Head of Campus, Middle & Senior, and deputise as required
- Be motivated, focussed on people and relationships and inspiring to the College community
- Display the qualities of a good leader, manager and administrator.

## SELECTION CRITERIA

The following key selection criteria for the **Director of Teaching & Learning** position will be used by the panel in assessing the abilities, knowledge, potential and qualifications of each applicant. They constitute a common framework against which all applicants will be reviewed:

1. Must have at least three years in a leadership role within a Secondary School or other environment where these skills are displayed
2. Possess a proven track record of developing students and leading teachers
3. Proven experience as an innovative Lead educator, specifically in the areas of curriculum, contemporary learning, pedagogical leadership and pastoral care
4. Build a positive culture of academic excellence through successful collaboration
5. Post Graduate Studies preferred or working towards these.