



DIRECTOR OF TEACHING AND LEARNING

Duties and Responsibilities Statement

POSITION TITLE	Director of Teaching and Learning
FTE	1.0 FTE
REPORTS TO	Principal & Relevant Associate Principal

PREAMBLE

The Principal is the Chief Executive Officer of the School and is responsible to the School Council for the effective and efficient operation of the School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

The Mission Statement of our School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.

THE ROLE

The Director of Teaching and Learning is responsible to the Principal and relevant Associate Principal for raising student achievement and improving quality teaching and learning across the relevant sub-school consistent with the School's strategic plan, vision, mission and values. The Director of Teaching and Learning position holds particular responsibility for the School's vision to build a learning community with an international standard of excellence, through the development of a culture of improvement in teaching and learning.

The Director of Teaching and Learning reports to the Principal through the relevant Associate Principal (Primary Beechboro, Primary Mirrabooka, Middle School, or Senior School).

GENERAL ATTRIBUTES

- A person of initiative and drive, able to attract, retain and develop high quality staff.
- A person whose educational and personal philosophy align with the mission and values of the Anglican Schools Commission and the School.
- A teacher who understands and supports a focus on student centred learning, using appropriate teaching and learning strategies and technologies.
- A graduate of a recognised University with a proven record as a teacher and educational leader.
- A person of character whose words and actions inspire others.
- Approachable, a good listener and effective communicator.
- A person of sound judgement who can make wise decisions.
- Able to think strategically.
- A person who exhibits an inclusive and open management style.
- Able to balance personal and professional life in a demanding position.
- Able to exhibit good health, vitality and energy.

LEADERSHIP ATTRIBUTES

- Committed to the learning and growth of students.
- Models the highest standards of professional practice and interaction with students.
- Inspires and motivates the relevant sub-school community towards high educational standards.
- Understands, applies and shares contemporary educational research, theory and practice in pedagogy, assessment and reporting.
- Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements.
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning atmosphere across the sub-school community.
- Defines challenges clearly and seeks positive solutions, often in collaboration with others.
- Makes and is able to communicate decisions informed and supported by available evidence and analysis.
- Communicates, negotiates, collaborates and builds partnerships effectively while relating to the whole School community.
- Understands the different demographic groups within the JSRACS community and is able to work effectively with them.
- Promotes life-long learning from pre-kindergarten through to adult life.
- Develops strategies to ensure educational opportunity for all students.
- Develops and maintains structures for effective liaison and consultation.

KEY RESPONSIBILITIES

Curriculum, Teaching and Learning

- Liaise with the relevant Associate Principal to ensure relevant, developmentally appropriate and age-based teaching and learning strategy is implemented consistently.
- Update and maintain electronic records relevant to Curriculum and Teaching and Learning for the implementation of the School Improvement Plan and the School's Strategic Plan.
- Ensure the relevant Associate Principal has updated progress on their respective strategies in readiness for presentation at Executive meetings.
- Plans, acts, reviews and responds at the highest level of professional practice by:
 - gathering information, analysing data and making decisions,
 - developing strategies, aligning resources and implementing actions for improvement,
 - consolidating improvement, changing established practices or changing the decision making processes when necessary,
- Ensures a challenging and flexible curriculum that is supported by creative and responsive teaching and effective learning environments,
- Implements effective learning and assessment frameworks that use data, benchmarks and observation to monitor every student's progress.
- Promotes good performance and challenges underperformance by promoting effective teacher intervention, corrective action and follow-up.
- Assists the relevant Associate Principal to review, evaluate and support staff to build capacity and to review performance.

- Works with others to produce and implement clear, evidence-based improvement plans and policies that promote and sustain school improvement.
- Uses emerging technologies to enhance and extend teaching and learning experiences and to achieve excellence.
- Works with the relevant Associate Principal to continuously evaluate the curriculum for improved quality, balance and relevance.
- Fosters a supportive environment for students and staff to realise their full potential.
- Contributes to the development and maintenance of efficient administrative policies and procedures.
- Acts in a supportive and supervisory capacity for School functions, as directed by the Principal.
- Attends and actively participates in relevant meetings.
- Informs the Principal and/or the relevant Associate Principal of relevant curriculum matters.
- Communicates with parents, students and staff on matters of curriculum and learning.

In association with the relevant Associate Principal and Heads of Department (Secondary)

- Ensure all curriculum programs are accessible and relevant and that students and parents are cognisant of relevant course/program requirements.
- Ensure effective tracking of the students' academic progress.
- Ensure effective communication with the parent body on the progress of each student.
- Develop a close working relationship with the relevant Associate Principal and Heads of Department (Secondary) who are responsible for the delivery of the academic program in the relevant sub-school.
- Provide vision and leadership in the development of best practice in pedagogy.
- Promote understanding and the use of the Australian Institute for Teaching and School Leadership, Professional Standards for Teachers.
- Ensure teaching standards are reflective of the AITSL standards and the AITSL Classroom Practice Continuum.
- Provide vision and leadership in the development of approaches promoting assessment for learning strategies.
- Promote research into best practice in creating a broad and deep knowledge across subject areas.
- Promote the development of research and study skills to ensure that students develop the ability to enquire.
- Liaise with the Director of Teaching and Learning across other sub schools to ensure seamless curriculum delivery and focused teaching and learning in line with the School Improvement Plan.
- Oversee the professional learning of relevant teachers in their sub-school.
- Encourage teachers to reflect on their practice and contribute to conferences to inform the wider community on developments within the School.
- Encourage initiative within the School by developing opportunities for teachers to explore areas of interest which are of benefit to students' learning.

Staffing

- In consultation with the relevant Associate Principal facilitate the implementation of a professional development programme for staff that enhances the delivery of key curriculum and Teaching and Learning outcomes.
- Assist the relevant Associate Principal with staff appraisal, performance monitoring and review.
- Assist the relevant Associate Principal with the selection and appointment of new staff.
- Assist the relevant Associate Principal with the design and implementation of an induction programme for new Staff.
- Direct and supervise staff in their teaching and delivery of the relevant curriculum.

Communications

- Promote and facilitate the interface across the School's Pre- Kindergarten to Year 12 sub-school structure.
- Be available on a consultative capacity for staff, parents and students.
- In consultation with the relevant Associate Principal manage key academic communications with school families, including student reporting and parent-teacher-student interview processes.
- Prepare regular articles and manage the collation of materials for the School Newsletter and other publications.
- Oversee all relevant outgoing campus correspondence and communications to ensure consistency with School policy and philosophy.

Teaching

- Provide pedagogical leadership through the personal application of outstanding classroom practice.
- Carry out classroom teaching duties as required.

Other

- Meet regularly as a member of the School's Senior Middle Management Team for the purpose of whole school strategic planning and review, policy development, calendar management and communications.
- In consultation with the Principal carry out enrolment interviews.
- Manage and direct curriculum and other meetings as required.
- Attend systemic and school based Senior Staff gatherings.
- Engage in forums essential for personal professional development, including International, national and regional events.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

GENERAL PRACTICE

The School strives for excellent standards in all areas and each staff member is required to:

- Ensure that all documents are prepared and presented in a professional format in keeping with the School practice.
- Ensure that high standards of spelling, grammar and punctuation are maintained and that documents read correctly.
- Ensure deadlines are met.
- Serve as good ambassadors of the School.
- Operate as a member of a team at all times and fully support the activities of the Principal and the Executive Team.

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature	Date
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DIRECTOR OF TEACHING AND LEARNING
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I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name	
Signature	Date