DIRECTOR OF
TEACHING AND LEARNING

JOB DESCRIPTION

Consistent with the Australian Institute for Teaching and School Leadership, Professional Standard for Principals, the Director of Teaching and Learning is responsible to the Headmaster for raising student achievement and improving quality teaching and learning across the School consistent with the College’s strategic plan, vision, mission and values. The Director of Teaching and Learning is part of the College’s executive committee and as such the position holds particular responsibility for the College’s vision to build a learning community with an international standard of excellence and is responsible for the coordination, monitoring and updating of the College’s strategic plan.

Reports to: Headmaster
Collaborates with: Head of Junior School, Head of Middle School, Head of Senior School

Demonstrated 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 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 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 Scotch community and is able to work effectively with them
- Promotes life-long learning from pre-school through to adult life
- Develops strategies to ensure educational opportunity for all students
- Develops and maintains structures for effective liaison and consultation

Executive Leadership Functions:
- 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
• Develops a culture of improvement in teaching and learning by placing learning at the
centre of strategic and operational planning,
• 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
• With other members of executive, contributes to and implements the College’s strategic
plan, vision, mission and values while taking a leadership role in the coordination,
monitoring and updating of the plan
• Promotes good performance and challenges underperformance by promoting effective
teacher intervention, corrective action and follow-up
• Assists other members of executive 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
• Contributes to the development of quality assurance review strategies
• Works with the Heads of Schools 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 College functions, as directed by the
Headmaster
• Attends and participates in executive committee meetings and other relevant meetings
• Informs the Headmaster of relevant matters
• Communicates with parents, students and staff on matters of curriculum and learning

**Key Duties and Accountabilities:**
• Membership of the executive committee and responsible for associated responsibilities
  that may be allocated by the Headmaster to this position from time to time
• Leads a teaching and learning team
• Oversee the management and delivery of a seamless curriculum from early childhood to
  year 12
  o Ensure all programs are accessible and relevant and that students and parents are
cognisant of the course requirements
  o Ensure effective tracking of the students’ academic progress
- Ensure effective communication with the parent body on the progress of each student
- Ensure articulation between the PYP, the MYP and the DP/WACE programs
- Develop a close working relationship with the three Heads of Schools who are responsible for the delivery of the academic program in the three sub-schools
- Work closely with the Director of Information and Learning Technologies to ensure that students are equipped with the skills that will enable them to engage with learning to become life-long learners

- Provide vision and leadership in the development of best practice in pedagogy
  - Manage the Enhancing Classroom Practice (Brinsden) program to ensure a sustainable program of best practice in teaching skills, strategies and techniques
  - Promote understanding and the use of the Australian Institute for Teaching and School Leadership, Professional Standards for Teachers
  - Work with the Director of Staff to ensure teaching standards are reflective of the AITSL standards and the AITSL Classroom Practice Continuum

- Provide vision and leadership in the development of an integrated curriculum
  - Promote research into best practice in creating a broad and deep knowledge across subject areas
  - Promote the development of research skills to ensure that students develop the ability to enquire
  - Promote a curriculum that actively supports the development of boys

- Oversee and manage the professional learning opportunities for all academic staff to enable them to deliver the learning imperatives and priorities
  - Manage the cost budget of the professional learning program
  - Oversee the professional learning of each teacher in the School
  - Ensure teachers are well informed in the College professional learning programs
  - Encourage teachers to reflect on their practice and contribute to conferences to inform the wider community on developments within the College
  - Encourage initiative within the College by developing opportunities for teachers to explore areas of interest which are of benefit to students’ learning

- Oversee alliances with universities to support the training of education undergraduates
  - Ensure that teachers accept a significant proportion of training teachers
  - Ensure universities have access to the College to communicate their needs adequately
  - Ensure training teachers are welcomed to the College and their supervisors have access to the mentor teachers