

## DIRECTOR OF TEACHING &amp; LEARNING E-12



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POSITION HOLDER:	Vacant
SECTION:	Whole School
POSITION REPORTS TO:	Principal
REPORTS TO POSITION:	Head of Access & Inclusion Head of Music Head of Outdoor Education
CLASSIFICATION:	Contract
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
PERCENTAGE OF FULL-TIME:	100%

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## PURPOSE

The Director of Teaching and Learning holds a pivotal role in the strategic and operational leadership of teaching, learning, curriculum and pedagogy. Supported by an outstanding and committed team of curriculum and learning leaders across each stage of schooling (Early Learning, Primary, Middle and Senior School) the Director is an outstanding educator and convenor whose leadership ensures our students' learning journey at The Friends' School (Friends') supports our [Purpose and Concerns](#).

This position has a strong emphasis on using research to inform the implementation and review of best practice in all areas of curriculum and pedagogy, along with emphasising cross-school collaboration and connection.

## KEY RESPONSIBILITIES

**Vision and leadership in the development, implementation and review of a connected E-12 curriculum underpinned by Quaker values.**

- Identify new opportunities in curricular development.
- Monitor key educational, political and social trends and their implications for students, staff and Friends' as a whole.
- Keep staff and the Principal informed of international, national and local developments in the areas of curriculum, pedagogy, assessment and reporting.
- Develop and maintain a range of policies and guidelines related to teaching practice and learning environment.
- Lead the School Improvement Planning process using data to analyse and identify concerns, decisions, directions and Friends' wide strategy.

### **Management and delivery of a cohesive curriculum throughout the School**

- Ensure Friends' [Purpose and Concerns](#) serves as a cornerstone in all aspects of the curriculum.
- Ensure all programs are accessible and relevant, and that students and parents are cognisant of the courses and where to find relevant course information.
- Providing leadership and ensuring processes are in place to provide effective feedback on and tracking of students' academic progress and effective communication with parents on the progress of each student.
- Set clear expectations for teaching staff in meeting the learning needs of all students as individuals.
- Work closely with the E-12 Director of Access & Inclusion to ensure that Friends' structures and resources are catering well for students with additional needs.
- Through convening the Senior Curriculum Reference Group, ensure curricular articulation between the PYP, Middle and Senior Schools and the IBDP/TCE/VET programs.
- Develop an effective and collaborative working relationship with Heads of Schools, Deputy Heads and Learning Leaders in all three sections of Friends'.
- Promote the integration of Service Learning as a key component of Friends' curriculum.
- Plan, implement and review curriculum documentation practices throughout Friends'.

### **Vision and leadership in the development of effective and engaging pedagogies**

- Stimulate and support school-based action research in order to improve student learning.
- Disseminate information and lead discussion about exemplary teaching practice.
- Work with the Deputy Principal and Learning Leaders to support excellent pedagogy and practice of individual teaching staff members.
- Work closely with the Director of Information Services and other staff in ensuring that technology plays a vital role in supporting learning during the implementation of the curriculum.
- Promote understanding of all Friends' policies and practices impacting teaching and learning.

### **Leadership in assessment and reporting procedures for Kindergarten to Year 12**

- Develop, refine and oversee assessment processes that maximise student learning.
- Research and ensure implementation of innovative reporting practices that enhance student learning.
- Work with the Learning Leaders, Deputy Heads and Heads of Schools to establish the E-12 reporting calendar.
- Work with all sections of Friends' to clarify and unify reporting practices.

### **Leadership of the Professional Learning of Teachers**

- Together with the Deputy Principal, Senior Curriculum Reference Group and the Human Resources Manager, set the strategic direction and annual plan for the professional learning of teachers.
- Attend national and international conferences on teaching and learning and source outstanding presenters for staff PL (in conjunction with the Deputy Principal).
- Lead staff discussions about teaching, learning, assessment and reporting.
- Work with the Deputy Principal and Human Resources Manager on the process that underpins the Annual Reflection and Planning process for teachers.
- Work with Human Resources & Professional Learning Officer to plan and implement teacher professional learning.
- With input from the Principal, Deputy Heads and Heads of Schools, plan, implement and provide visible leadership in all teaching staff professional learning days, staff days and programs.
- Work with the Deputy Principal and Heads of Schools to set the weekly afternoon meeting schedule (faculty, learning communities, sectional) for teaching staff.

### **Leadership and Management of Staffing and Resources**

- Work closely with the Principal, Deputy Principal and Human Resources office in overseeing processes connected with staff appointments, induction and variations in part-time teaching loads.
- Liaise with the Principal, Deputy Principal, Heads of Schools, and the Human Resources Manager on the provisioning of staffing to ensure effective curricular outcomes across Friends'.
- Liaise with Human Resources Manager on workforce planning to identify longer term staffing needs and strategies to address and longer term gaps.
- Make recommendations to the Principal to ensure the full range of Friends' resources are appropriately distributed to maximise student learning.

- Support the approval process of teacher applications for Senior Classroom Teacher Steps 1 and 2, and work alongside supervisors to monitor implementation and review of agreed leadership contributions.
- Support teaching staff in achieving full registration with the Teachers' Registration Board of Tasmania.
- Works closely with the Principal, Deputy Principal, Timetablers and Heads of Schools to prepare the draft staffing budget for the Director of Business Affairs.

#### **Communication and Liaison**

- Provide visible leadership with staff, parents and students regarding developments in teaching practice and curriculum development, including regular articles in newsletters, presentations at meetings, parent evenings and with individuals.
- Oversee and participate in course pathways and subject information sessions for students and parents in both Middle and Senior School.
- Assist the Heads of Schools with the update of all course handbooks.
- Ensure that areas of the website relating to academic matters are accurate and regularly updated.
- Convene the Senior Curriculum Group meetings and participate in the Principal's Advisory Committee, ICT Groups and other committees as required.

The occupant of this position will be responsible as an Officer of The Friends' School as defined in the Work Health and Safety Act and Regulations 2011.

#### **PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS**

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- An understanding of Australian Curriculum trends and pathways from Kindergarten to Year 10, coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- Teaching practices which align with Friends' [Learning Principles](#), [Learning Partnership Understanding](#) and [Purpose and Concerns](#), as well as the Quaker ethos.
- Knowledge, acceptance and implementation of Friends' Policies and Guidelines.
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all Friends' matters.
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive.

- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to Friends' requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of disciplines (Years 7-12) if qualified to do so.
- Commitment to Friends' professional learning program and alignment with Friends' Improvement Plan and strategic priorities.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to Friends' expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in Friends' decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the most up-to-date version of the *Expectations of Teachers at The Friends' School* as found in the Staff Handbook as well as all requirements of the Tasmanian Teachers Registration Board.

#### KEY RELATIONSHIPS

- Deputy Principal
- Heads of Schools
- E-12 Director of Access and Inclusion
- Deputy Heads of School - Curriculum
- IB Diploma Coordinator
- TCE Coordinator
- VET Coordinator
- Human Resources Manager
- Human Resources & Professional Learning Officer
- Colleagues

#### DELEGATIONS

- Curriculum & Timetable Support Budget

SELECTION CRITERIA

The successful applicant will:

1. Demonstrate an understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Demonstrate the capacity to create a shared vision and implement and monitor strategies to realise that vision across whole-school projects.
3. Demonstrate a theoretical and practical understanding of leading effective change and project management in an E-12 education environment.
4. Experience and knowledge of developing a whole-school timetable that achieves the required learning outcomes.
5. Demonstrate prudent stewardship in the allocation of resources to achieve desired teaching and learning outcomes.
6. A demonstrated capacity to research, develop, innovate and deliver teaching and learning programs which provide for the interests and needs of all students.
7. Show a demonstrated commitment to the pastoral care of students in all relevant contexts including in class, tutor groups and excursions.
8. Demonstrate commitment to collaborative and supportive relationships with staff members.
9. Have a demonstrated commitment to ongoing professional and personal growth and a willingness to engage in both internal and external professional learning with colleagues (Master of Education/ School Leadership highly desirable)
10. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
11. Show Strong support for the Purpose and Concerns and ethos of The Friends' School and the Learning Principles and Learning Partnership Understanding.
12. Must have or have the ability and qualifications to obtain and maintain a current TRB registration which includes a National Police check and current Working with Vulnerable People registration.

CONFIDENTIALITY

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of Friends’;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by Friends’;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with Friends’ and the financial position of Friends’ and other matters that do or may affect the financial position or reputation of Friends’; and
- relating to internal management of Friends’, the structure of Friends’ businesses, Friends’ personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from Friends’ premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of Friends’, and
- immediately notify Friends’ of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_