

Cooloola Christian College

Position Description – Director of Teaching and Learning



APPOINTMENT

This is an Executive level position and will be appointed on a five-year contract.

STATEMENT OF RESPONSIBILITY

The Director of Teaching and Learning has the role of leading all aspects of Teaching and Learning across Prep-12, consistent with the Mission and Vision of the College, its policies and directives including the College's Articles and Memorandum of Association.

The Director of Teaching and Learning will be responsible for delivering excellence in teaching and learning practices across Prep-12, consistent with Marzano's The Art and Science of Teaching and High Reliability Schools framework, ensuring that all teaching is guided by a Biblical Worldview. This position will be responsible for teacher wellbeing, mentoring new teachers and growing a collaborative learning culture.

TEACHING RESPONSIBILITY

The Director of Teaching and Learning will have a 0.3 teaching load, as negotiated with the Principal.

ROLE OVERVIEW

Staff leadership:

- Collaboration with the Principal and Deputy Principal regarding all levels of the High Reliability Schools Framework, including:
 - o Direct responsibility for
 - Level 2: Effective Teaching in Every Classroom
 - Level 3: A Guaranteed and Viable Curriculum
- Maintaining and sharing knowledge of current educational direction and developments gained through professional reading, seminars and conferences to advance the school's strategic goals.
- Oversight of teaching staff as it relates to the quality of teaching and learning including:
 - o Providing direction, support, mentoring and guidance as needed.
 - o Working with the Principal to conduct annual goal setting and ongoing improvement of all teaching staff.
 - o Delegating responsibility to, and monitoring performance of, the Teaching and Learning Team
- Liaison with Principal on selection and appointment of teaching staff.
- Ensuring the wellbeing of teaching staff
- Mentoring new teachers (with support from Heads of Faculty and Year Coordinators)

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P-12 responsibilities:

- Ensure that The Australian Curriculum (P-10) and the Queensland Senior Curriculum (11-12) are delivered according to National and State guidelines
- Reporting as necessary to ACARA and QCAA on all matters of curriculum delivery
- Management of the implementation of the new Queensland Senior Curriculum, including
 - o The endorsement and confirmation process
 - o Management of external exam procedures
- Overview and organisation of Professional Learning (both internally and externally, including approval process), ensuring that all Professional Learning aligns with the College's strategic objectives
- Other duties as may be allocated by the Principal from time to time.

Leadership Team Responsibilities:

- Reports to the Principal
 - o Provide critical feedback to Principal on his/her performance
 - o Provide critical feedback to members of the Executive Leadership Team
 - o Provide critical feedback to Principal about performance of Executive Leadership Team
- Supported by an Academic Assistant.
- This position supervises:
 - o Heads of Faculty (Secondary)
 - o Heads of Curriculum (Primary)
- Chairs the Teaching and Learning Team Meetings
- Reflect and represent the views of the Principal to the School community.
- Support, promote and contribute to the School's Strategic Plan in the relevant contexts.
- Attend School functions and activities with a generosity of spirit, modelling support for the school.
- Represent the School and the Leadership Team in a professional manner.
- Provide innovative, Christian, effective and ethical leadership in their key areas of responsibility.
- Ensure that the Principal is fully briefed of significant developments relating to their key areas of responsibility.
- Be well read in the Bible and Christian thinking in their key areas of responsibility.
- Be aware of contemporary thinking and developments in their key areas of responsibility.
- Ensure good relationships with all past, present and potential members of the School community.