

## HEAD OF TEACHING AND LEARNING

### JOB DESCRIPTION

#### VISION AND MISSION

**VISION:** To be a lighthouse in Christian education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

**MISSION:** To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

#### SCOPE

The Head of Teaching and Learning (HTL) will be an experienced and innovative teaching and learning specialist who will model and support the core values and ethos of the School. They will demonstrate organisational and educational leadership and will be experienced in achieving agreed goals in collaboration with others.

The HTL is responsible for leading the creation of an environment where individuals within the School Community are seen, heard, valued and understand their God given gifts and talents, and their capacity to make a unique contribution to the CAPS Community.

The HTL is, by word and action, a champion for the expression of the vision and mission of the CAPS Coolgardie. As a member of the School's leadership team the position holds particular responsibility for establishing a culture of excelling in Christ for ELC to Year 12.

#### WORKING CONDITIONS

Full Time Employment 1.0 FTE

#### NORMAL HOURS

8:30am – 4:30pm

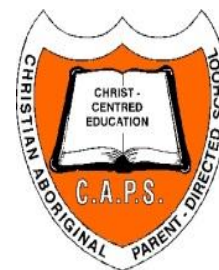
#### REPORTING STRUCTURE

This position will report directly to the Principal.

The HTL works closely with the Principal, Head of Pastoral Care and staff, and is responsible for the students' high-level outcomes and personal qualities in a "faith lived" organisation so that students can maximise their learning and flourish.

#### SKILLS – ESSENTIAL

- Bachelor of Education or equivalent with at least 5 years' experience in a leadership role within a school environment.
- Discern and clarify the Teaching and Learning vision for the School and the application of this.
- Developing and implementing a pedagogical framework that is framed by a biblical worldview, captures the specifics of effective teaching and learning and is directly linked to improvements in the student learning outcomes.



- Developing and formalising an observation and feedback process that is informed by the Schools pedagogical framework.
- Build capacity in the flexibility of curriculum offerings in the school, including establishing accountability processes and structures.
- Well-developed organisational and process-focused administrative skills
- Strong and effective communication skills.
- Strong and effective problem-solving skills.
- Ability to develop and implement curriculum standards and improvements.
- Able to establish effective relationships with students, parents, and staff.
- Willingness to work as part of a team, cooperating and working alongside other staff to support the vision and mission of the organisation efficiently and effectively.

#### SKILLS – DESIRABLE

- Experience or willing to learn school data management system.
- Current First Aid training or willingness to obtain.
- Willingness to obtain National Police Clearance and Working with Children Check as required.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.

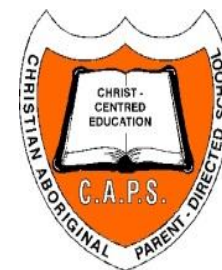
#### DUTIES AND RESPONSIBILITIES

*Best Practice (it is expected that you will):*

- Clearly articulate what best practice looks like at CAPS to foster a culture of innovation by inspiring a diverse range of pedagogical approaches that meet the current and future needs of the student population.
- Create consistence in regard to best practice from ELC to Year 12.
- Ensure smooth transitions between year levels.
- Assimilate emerging technologies to enhance and extend teaching and learning experiences.
- Lead staff in the development, design and delivery of curriculum, pedagogy, assessment and reporting that reflects the School's pedagogical framework, and which is anchored in sound research.
- Promote and facilitate professional learning, especially with regard to developing the capacity of other leaders.
- Assist teachers to lead and drive excellent standards of teaching practice across all the subject areas.
- Ensure the learning environment engages the intellectual, emotional, relational and spiritual dimensions of learning.
- Facilitate teacher planning that is collaborative, encompassing knowledge development and understanding, relevant skills, thinking processes, attitudes and behaviours, rather than just content delivery.

#### *Assessment and Reporting*

- Ensure the School has a clearly articulated philosophy and policy in relation to assessments.



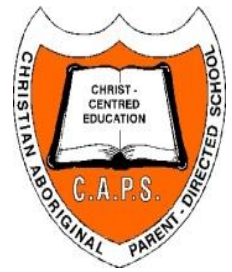
- Oversee assessments that enable students to demonstrate what they know and can do, clarify student understanding of curriculum concepts and promote deeper understanding, providing evidence that current understanding is a suitable basis for future learning.
- Ensure planning is informed by a variety of assessment data, identifying and implementing personalised learning opportunities.
- Lead teacher to adjust their teaching to take account of the results of assessments for individuals and groups of students.
- Assist teacher to provide a timely and constructive feedback, providing direction for improvement in learning for all students.
- Enable teachers to collaboratively moderate assessments with colleagues to ensure objectivity and validate evidence of student learning.
- Ensure a range of assessments (diagnostic, formative and summative) are utilised, and are explicitly linked to learning goals.
- Oversee and drive our reporting processes.

#### *Professional Learning:*

- Enable teachers to demonstrate deep knowledge of current evidence-based teaching and learning theories, and support implementation across the School.
- Oversee the professional development plan of the School, ensuring that the professional learning schedule enables professional development priorities to be embedded.
- Develop and implement a professional learning schedule with a best practice focus over the next three years.
- Develop and facilitate professional learning programmes, workshops, and coaching sessions to enhance teacher effectiveness, pedagogical skills and content knowledge.
- Create a structured growth and development policy and process that is consistently and effectively implemented.
- Set explicit targets, with clear and achievable timelines for improvement, informed by relevant school-wide data.
- Enable teachers to engage in continuous reflection, using relevant data and feedback from peers and students, in order to modify and improve teaching and learning practices.
- Ensure the school has a transparent under-performance process, which is consistently applied, and focuses on building capacity in a collaborative and supportive environment.
- Oversee the professional learning for all staff is informed by data and feedback, is aligned to the School's priorities and goals, and is consistently evaluated for student impact.

#### *Curriculum*

- Lead the ongoing development, implementation and review of curriculum (Australian Curriculum, TAFE and WACE).
- Ensure the School has a curriculum provision that reflects national and/or state curriculum requirements.
- Ensure the School has a scope and sequence that establishes expectations across the year of the School
- Lead innovations in teaching and learning in regard to both practice and space and the alignment of the two; encouraging creative and responsive teaching practices and effective learning environments.
- Ensure the School is able to demonstrate natural connections between the Australian Curriculum aims and content, and a Christian Worldview
- Develop learning outcomes that focus on student achievement and use specific action verbs to describe what students are expected to exhibit.



- Oversee learning outcomes that match the teaching and learning approaches and the assessment strategies relevant to each teaching area.
- Ensure that learning outcomes are personalised, where all students have the opportunity to improve, grow and flourish.
- Collaborate with student support services to address the academic, social and emotional needs of all the students and ensure equitable access to learning opportunities.
- Provide advice to the Leadership Team on all matters related to Teaching and Learning.
- Collaborate with School Leadership to develop and implement policies, procedures, and initiatives that support effective teaching, learning and curriculum development.
- Assist in the development and management of the departmental budget, allocating resources effectively to support teaching, learning and curriculum activities.
- Understand, apply and share contemporary education research, theory and practice pedagogy, assessment and reporting.

*Additional Duties*

- Perform any additional duties as directed by the Principal.

**NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.**

**If relevant, this position will offer subsidised accommodation and a relocation allowance as part of the package at commencement.**

Position Held By:	
Signed:	
Date:	