



Mount Scopus Memorial College

בית הספר הר הצופים

Position Description

Position Title:	Director of Teaching and Learning
Date of Issue:	July 2019
Location:	Lew Family Secondary School, Gandel Campus, Burwood
Salary:	To be negotiated.
Hours of Work:	Full Time position (includes a teaching component)

Purpose of the role

The Director of Teaching and Learning is a key member of the Secondary Leadership team reporting directly to the Deputy Principal, Secondary. The main responsibility is to raise student achievement and to improve the quality of teaching and learning at the College. The key focus areas will be curriculum, instruction, assessment and feedback. They will facilitate professional learning to assist teachers to develop and embed effective teaching and learning, curriculum development and feedback and assessment.

Position Objectives

- To oversee curriculum and its implementation in the Secondary School.
- To support the work of Faculty Leaders and the Deputy Principal –Secondary in their monitoring and raising of staff performance.
- To supervise the MYP Coordinator, Teacher Development Coordinator and Professional Development Coordinator.

Specific Responsibilities

- To oversee curriculum and its implementation in the Secondary school.
- Be proactive and interested in keeping the college up-to-date over the latest educational issues.
- To consult and collaborate with Deputy Principal - Secondary and Faculty Leaders regarding the development, implementation and evaluation of educational policies, programs and practices within individual faculties and the Secondary School as a whole.
- You are to adhere to the College's policy on Child Protection including an ongoing requirement to complete on an annual basis a Mandatory Reporting online training module and to attend a staff briefing session on Child Protection each school year.
- To work, in conjunction with the eLearning Coordinator, to support teachers to integrate the use of effective technologies to enhance teaching and learning.
- To promote initiatives aimed at the improvement of teaching and learning within the Secondary School.

- To formulate advice and recommendations related to wider educational trends and developments for consideration by the Secondary School's educational leadership.
- To oversee the development of curricular information for students and parents.
- To supervise the work of Faculty Leaders, especially with regard to the provision of educational leadership within their faculties.
- To provide Faculty Leaders with advice and support regarding the exercise of their responsibilities.
- To provide ongoing feedback for Faculty Leaders regarding the performance of their responsibilities.
- To provide advice and support for the Professional Development Coordinator and Teacher Development Coordinator.
- To assist Deputy Principal - Secondary, Faculty Leaders and the Timetable Coordinator in the preparation of annual staffing allotments.
- To assist Deputy Principal - Secondary in interviewing and appointing new staff.
- To chair the Secondary School's Education Committee.
- To contribute to the deliberations of the Secondary School's senior leadership team.
- To provide leadership support for the implementation of a secondary school literacy strategy.
- Undertake other duties as required by the Principal.

Qualifications

- A qualified teacher who is registered with the Victorian Institute of teaching.
- Experience in Education Administration.

Knowledge/Experience and Skills

- Knowledge and experience in broad educational issues and to have had considerable experience working in a school environment.
- Demonstrated educational leadership and leadership in developing a culture of learning excellence.
- Demonstrated capacity to work as a senior team member of a team to achieve strategic outcomes in the area of teaching and learning.
- Demonstrate a commitment to the Jewish character, practice and ethos of the College.
- Able to promote a team environment in which all facets of the College's support systems are seen to be operating within your campus.
- Possess a high level of organisational ability and initiative as well as the ability to supervise, motivate and mentor staff.
- Possess a high level of interpersonal and communication skills with a demonstrated ability to create an effective work environment.

Other Attributes

- Possess a strong work ethic.
- Able to communicate well with students, parents and colleagues and to represent the College in the community and build and develop these relationships.
- Reliability, ability to work autonomously and to meet deadlines.
- Attention to detail and high degree of accuracy.
- A thorough understanding of the education sector.