



SUCCESS PROFILE (SP): Head of Learning and Teaching (Secondary) (5 years, full time)

Setting your career for success at GGS

KNOWLEDGE/ SKILLS

What you need to KNOW

- A thorough knowledge of effective and contemporary pedagogy, classroom practice and curriculum and assessment design
- High level leadership and people management skills to support the ongoing development and leadership of Heads of Faculty and direct reports
- Proven organisational and strategic planning skills
- Excellent people management and supervisory skills and a proven ability to lead teams of people and to provide professional development opportunities and support
- The capacity for strategic planning and well-developed analytical skills
- A knowledge of the AITSL Australian Professional Standards for Teachers
- Experience and knowledge of individual academic learning programmes for students with diverse abilities and needs

EXPERIENCE

What you HAVE DONE

- Extensive teaching experience and proven record as an outstanding educator
- Success in a leadership role with ability to lead change in pedagogy and curriculum and assessment design and manage complex staffing matters
- Integrated IT into the curriculum and teaching practice
- Worked in and/or a good knowledge of Boarding as well as Day school environments would be highly regarded
- VIT Registration (current)
- Post Graduate qualifications in Education, well regarded
- Experience in a School or campus leadership role with responsibility for curriculum development
- A relevant qualification, training or significant experience in leadership, people management and/or administration
- Experience working within a Boarding School environment
- A current Victorian Drivers Licence

POSITION MAIN PURPOSE:

Reports to the Vice Principal and is a key member of the Leadership Team Corio (LTC) and broader cross-campus learning and teaching team. The Head of Learning and Teaching (Secondary) (HoLT) leads and supports the team of Heads of Faculty to inspire and enable a culture of high standards and expectations, implement educational innovations to support academic progress and ensure continuous improvement through research and knowledge sharing. Supports the initiatives developed through Positive Education, Inclusive Learning, Creative Education and Adventure Education. This role is Corio based.

POSITION KEY RESPONSIBILITIES:

STRATEGY

- Be creative and innovative and remain abreast of current educational research to inform and drive vision and strategy for L&T
- Contribute to the creation of the overall school learning and teaching strategic priorities through contributions to the LTC team priorities
- Lead the Secondary L&T Team to develop programs, plans and protocols that are consistent with the School's strategic framework and priorities. This includes leadership across the School's Corio, Timbertop, and Toorak Campuses.
- Align the work of Learning and Teaching leaders with the overall school improvement strategy

DEVELOPMENT AND LEADERSHIP

- Develop a culture of improved student outcomes through placing learning at the centre of strategic and operational planning
- Manage, lead and support the continued leadership development of Heads of Faculty (HoFs) and IB/VCE Coord. through effective goal setting and feedback
- Critically review approaches to learning and provide feedback to HoFs on contemporary practice and new research
- Support HoFs to grow the capacities of their own team and, where required, have challenging conversations
- Inform the overall PLD priorities and support the development and structuring of PLD opportunities and calendars
- Assist the HoFs and Heads of Department to identify staffing gaps, support recruitment and individual development plans

ADMINISTRATION AND ORGANISATION

- As Stakeholder Manager, lead the Academic Office to develop effective and efficient systems for communicating and collecting information from departments and for supporting teachers, students and parents
- Ensure the School meets its accountabilities to the registering authorities
- Manage the examination and assessment processes
- Support the process of student subject selections, campus and exam timetable development and course and class allocations
- Teaching load of approximately 0.35 FTE and represent GGS as required

PERSONAL ATTRIBUTES/ ATTITUDE

Who you ARE

- Committed to ongoing professional development
- Student focussed
- Courageous
- Curious
- Compassionate
- A critical thinker
- An innovative influencer
- A problem solver
- Comfortable with trial and error
- Resilient and adaptable
- Respectful and Approachable
- Confident
- Reflective

COMPETENCIES/ BEHAVIOURS

How you behave and what you CAN DO

- Demonstrates exemplary ethical standards
- Builds positive, inclusive and professional relationships with staff, students and parents
- Effectively lead, mentor and advise direct and indirect reports - provides goals and objectives to set direction
- Open to new ideas and approaches and commits to the development of self and others
- Collaborates effectively with individuals and teams
- Clearly and regularly communicates expectations
- Focuses on people's strengths whilst encouraging development
- Personal alignment to our School's Strategic Framework and Strategic Imperatives
- Uses data effectively in decision making
- Effectively leads change

- The SP should be read in conjunction with the School's Strategy, performance and development plan, employment contract or relevant agreement etc. Attachments: Strategic Framework and School Profile.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of children and has a zero tolerance of child abuse. Employment is conditional upon obtaining a Victorian Working with Children Check (Employment).
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.