

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

## POSITION DESCRIPTION

### ~ Head of Teaching and Learning ~

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Title</b>          | Head of Teaching and Learning        |
| <b>Appointed by</b>   | Executive Principal                  |
| <b>Responsible to</b> | Principal                            |
| <b>Tenure</b>         | Position of Responsibility – 3 years |

### Role in Management Structure

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha) and Principal (Traralgon) assist the Executive Principal in his/her role as part of the Executive Leadership Team (ELT);
- The **Head of School** (Junior, Middle or Senior School) has specific responsibility for overseeing the regular/repetitive day-to-day activities of his/her Sub-School.
- The **Head of Teaching and Learning** (Primary and/or Secondary) supports the Principal at each campus and Heads of School at each campus with the identification and implementation of key teaching and learning initiatives, the implementation/coordination of allocated whole-school teaching and learning portfolios and supporting the development of teachers.

### Main Qualities and Objectives

The Head of Teaching & Learning is required to be:

- a support to the Principal and ELT by identifying, implementing and monitoring key teaching and learning initiatives, thereby ensuring the delivery of high-quality, Christ-centred learning outcomes across all sections of their relevant campus;
- responsible for the development and management of professional development and learning programs for teaching staff that are consistent with school policies as set by the Board;
- an experienced practitioner who leads by example;
- well-informed of current educational practices and philosophies, both within the Christian school movement and alternative education systems;
- able to demonstrate a sound knowledge of teaching and curriculum development from a Christian worldview perspective, encompassing biblical foundations that are consistent with the School's Statement of Faith;
- able to ensure that teaching from a Christian worldview perspective is effectively implemented at their respective campus;
- able to demonstrate a sound knowledge of regulatory requirements relevant to teaching and learning;
- able to provide a godly example to staff members and students through their manner and general lifestyle; and

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- able to work collaboratively with the Heads of Teaching and Learning from other campuses.

### Specific Areas of Responsibility

Following are the key areas of responsibility for the Head of Teaching and Learning:

#### General

Support the Principal and ELT in the leadership of teaching and learning at their relevant campus by:

- Being an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- establishing and maintaining a God-honouring spiritual and emotional atmosphere, and effective lines of communication amongst staff members, students and parents;
- upholding the mission, values and vision of the school;
- identifying, implementing, monitoring and advising regarding teaching and learning philosophy, policies, goals and objectives in keeping with the school's educational philosophy and policies as approved by the Board;
- Contribute to strategic initiatives through the annual campus operational plan
- identifying, implementing, monitoring and advising regarding teaching and learning strategic goals and key initiatives
- providing educational leadership with regards to current and innovative teaching and learning practices and approaches, thereby working towards the ongoing improvement of teaching and learning programs and practices;
- reviewing and monitoring student learning outcomes and educational data, thereby utilising data to support the continual improvement of student learning outcomes;
- attending Teaching and Learning Committee meetings and Whole-School Leadership Team meetings;
- attending to such other duties related to teaching and learning as required by the Principal;
- working collaboratively with the Heads of School and Faculty Coordinators in the development, delivery and maintenance of Christ-centred curriculum in all subject areas and year levels, including for student devotions, specific Christian programs and other related areas in consultation with the ELT;
- providing appropriate leadership and organisational support for key school/parent/student meetings and events related to the delivery of curriculum and raising awareness of the same.

#### Management

Assist the Principal and ELT by:

- assisting the school to meet government regulatory and compliance requirements;
- assisting the ELT in the development of policy and procedures;

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- assisting the ELT with applications to the VRQA for adding new levels or programs to the school's curriculum;
- contributing to Board reports and school publications;
- overseeing the management of standardised testing and external assessment;
- monitoring student performance data and contributing to strategic responses;
- overseeing electronic learning practices within the school and ensuring that software essential to teaching and learning is supported;
- ensuring that appropriate archives exist of curriculum documentation and assessment records; and
- providing input as required in relation to student academic reports.

### Teacher Professional Development

Assist to develop staff teaching practice at their relevant campus by:

- overseeing the allocation of time for staff members to attend in-service professional development programs;
- supporting the Principal and Heads of School in the effective implementation of all components of the annual Pathways Performance Development Program;
- attending staffing employment interviews as required;
- attending staff meetings as appropriate;
- coordinating the provision of opportunities for the professional development of staff members;
- overseeing student-teacher placements and liaison with teacher training institutions;
- undertaking classroom observations as required in order to provide teachers with constructive feedback with regards to teaching practice;
- assisting with the effective onboarding, induction and mentoring of all new staff members, especially in relation to the teaching and learning programs and staff professional development expectations; and
- ensuring that staff members adhere to policies and procedures, especially in relation to teaching and learning programs.

### Whole-School Portfolio and Project Management

The Head of Teaching and Learning will work in conjunction with the Teaching and Learning Committee on whole-school programs and projects, responsibilities and initiatives, and may have a specific whole-school portfolio as part of their role, as allocated by the ELT.

### Authority

The Head of Teaching and Learning is granted authority by the Executive Principal to work collaboratively with Campus Principals in:

- Directing teaching staff within their faculty to meet all requirements of regulations and policy and to implement curriculum, policy and procedures as established by the Board and Executive Management
- Referring matters of non-compliance and other concerns that occur within the faculty to the relevant Head of School, and/or the Principal

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- Making recommendations to the relevant Heads of School, and/or the Campus Principal regarding curriculum and pedagogy issues, faith formation, school culture, and staff and student wellbeing.

#### Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

#### Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

#### Standards of Performance

Performance will be measured using the Specific Areas of Responsibility, and will be determined against evidence of the following particular standards:

- Achievement of stated goals, aims and objectives
- Contribution to the development and implementation of strategic teaching and learning initiatives
- Contribution to the effective management of campus operational teaching and learning matters
- Level of performance satisfaction by the members of the ELT
- Participation within their relevant campus leadership team
- Demonstration of educational leadership
- Level of awareness of, and adherence to, the school's policies, procedures and rules
- Demonstration of own effective teaching practice

#### Teaching Allocation

A teaching allocation is an expected part of the role. The teaching load will be determined by the Principal and Business Manager on an annual basis.

#### POR Allowance

As a POR, this position will receive a POR Allowance, to be determined by the Business Manager, whilst performing the duties and responsibilities required of this position.

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