

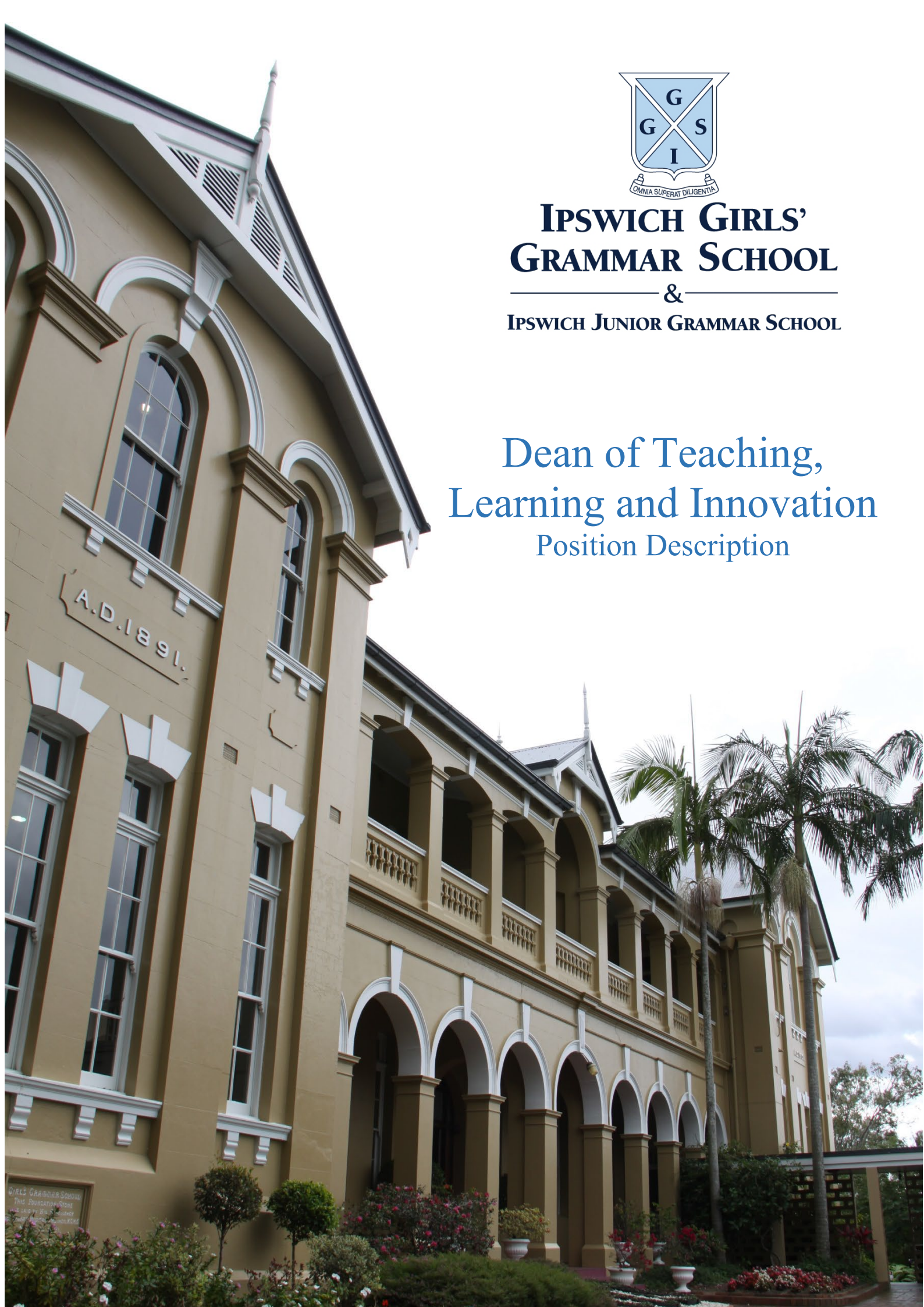


# IPSWICH GIRLS' GRAMMAR SCHOOL

&

IPSWICH JUNIOR GRAMMAR SCHOOL

## Dean of Teaching, Learning and Innovation Position Description







## OMNIA SUPERAT DILIGENTIA DILIGENCE OVERCOMES ALL

### OUR SCHOOL MOTTO SINCE 1892

#### *Our Vision*

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

#### *Our Purpose*

Opening doors for a brilliant future.

#### *Our Goals*

**World Ready:** We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

**Future Focused:** We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

**True Belonging:** We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

**Destination School:** We leverage our unique place and space as a premier destination for learning and work.

**New Momentum:** We continue our legacy by making smart, resilient investments in our future.

#### *Our Values*

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

#### *Location*

Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

THE ROLE	
Position Title:	Dean of Teaching, Learning and Innovation
Department:	Executive
Reports to:	Deputy Principal
Direct Reports:	<ul style="list-style-type: none"> <li>• Heads of Departments and Teachers in Charge</li> <li>• Academic Support Officer</li> <li>• Educational Support Officer</li> </ul>
Key Working Relationships	Executive Team comprising: <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal</li> <li>• Chief Financial Officer</li> <li>• Head of Junior School</li> <li>• Dean of Students</li> <li>• Director of Advancement</li> <li>• Director of People &amp; Culture</li> </ul>
Remuneration:	Salary package commensurate with experience
Contract:	Permanent

### *Preamble*

The Dean of Teaching, Learning and Innovation is a member of the Executive and is responsible for the delivery of school-wide strategic initiatives in learning and teaching in consultation with the Head of the Junior School, and for the day-to-day operations of teaching and learning within the Senior School. The role oversees recruitment and professional learning of Senior School teaching staff and is also responsible for continually enhancing the pedagogy of all Senior School teachers and for overseeing processes and events which develop the differentiation of teaching to meet individual students' needs and improve learning outcomes for students.

The Dean of Teaching, Learning and Innovation leads innovation and research-based initiatives in line with the School's strategic direction, and provides leadership related to curriculum, teaching, learning, assessment and reporting that is informed by best practice and maximises student outcomes.

The Dean of Teaching, Learning and Innovation consults and collaborates with the Head of IJGS Curriculum and Pedagogy to ensure that the curriculum is sequenced and developmental from Prep to Year 12.

As the Dean of Teaching, Learning and Innovation, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities.
- Attend staff development and training programs when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

### *Performance Measures*

**Strategic Leadership Impact:** demonstrates clear alignment and learning of teaching and learning initiatives with the School's strategic vision. Leads change with clarity and empathy, fostering staff confidence in innovation.

**Curriculum Quality and Relevance:** ensures curriculum is contemporary, compliant and responsive to student needs. Promotes differentiation and inclusive practices that enhance engagement and achievement.

**Pedagogical Excellence:** models and champions evidence-based teaching practices. Created a culture of professional growth through coaching, mentoring and meaningful feedback.

**Student Learning Outcomes:** advocates for personalised learning pathways and timely interventions. Uses data insightfully to inform decisions that improve student progress and wellbeing.

**Collaborative Leadership and Community Engagement:** builds strong partnerships with staff, parents and the wider education community. Communicates effectively and proactively about academic programs, pathways and achievements.

## *Your Role*

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**The Head of Teaching, Learning and Innovation is a member of the School's Executive team, responsible for:**

### **Strategic and Operational Leadership**

- Keep abreast of relevant state and national reports, trends and legislation relevant to curriculum development in Australian schools to ensure the School curriculum is modern, relevant, and cost-effective.
- In collaboration with the Deputy Principal, lead innovative practice and maintain a systematic approach to evaluating and developing the Secondary curriculum.
- Support and encourage learning communities in the area of contemporary teaching and learning
- Work collaboratively with the Heads of Department, Head of Extension and Intervention, and NAPLAN and Data Coordinator to analyse student learning data and external testing data such as NAPLAN, identify needs and develop appropriate strategies for continuous improvement in learning outcomes and academic standards.
- Oversee relevant government targeted funding programs in liaison with the Chief Financial Officer, VET Coordinator and Head of Extension and Intervention.
- Enhance communication throughout the School and with the wider educational community by being proactive, innovative, collaborative, and consultative.
- Participate in collegial processes of goal setting, strategic planning, problem-solving and evaluation of activities.
- Support and assist with the implementation of all aspects of the School's vision, mission, values, policies and procedures.
- In collaboration with the Deputy Principal, develop the Professional Development program for Secondary school teaching staff to ensure alignment with the Learning and Teaching Framework, the Reconciliation Action Plan and other school initiatives.

### **Academic Leadership and Management**

- Oversee QCAA procedures including endorsement, confirmation, internal and external assessment and exit processes, including access arrangements and reasonable adjustments (AARA) applications.
- Manage the External Assessment Readiness programs and the Year 10 and 11 Career Pathways programs.
- Liaise with the Careers Counsellor regarding tertiary and alternative pathway options for students.
- Collaborate with the Dean of Students, Head of Extension and Intervention, Careers Counsellor and VET coordinator in the academic monitoring and counselling of students.
- In consultation with the Deputy Principal, construct the School timetable and other secondary school rosters to ensure an optimum organisational structure for the teaching, learning and assessment program.
- Oversee the day-to-day supervision of classes for teacher absence in the Junior, Middle and Senior school and employment of supply teachers in the Middle and Senior school.
- In collaboration with the Deputy Principal and Chief Financial Officer, manage all Academic budgets and resources to ensure that expenditure remains within the annual budget.
- In collaboration with the Director of People & Culture, assist with staff recruitment, induction and deployment of staff, when needed.
- Participate in the enrolment of secondary school students with the Dean of Students and in liaison with the Enrolments team, manage the academic program and monitor progress for Years 7 - 12 International students.
- Review academic scholarships and make recommendations to the Scholarships Committee. Review annually the results of students on academic scholarships to ensure that they are maintaining the standards.
- Oversee the Set Plan process in collaboration with the Careers Counsellor and the subject selection processes.
- Oversee the standardised ability testing program, NAPLAN processes and ATAR preparation of students.

- Assist the Heads of Departments, Teachers-in-Charge and Teachers with issues related to students' academic progress.
- Oversee Vocational and Educational Training programs and assume responsibility for all statutory requirements.
- Work with the Educational Support Officer to calculate awards for Scholars' Assembly, Speech Night and academic awards.

### **Community Liaison**

- Conduct Scholars' Assembly and lead School Assemblies with Deputy Principal/Dean of Students.
- Counsel students with respect to academic problems, subject enquiries, and changes.
- Lead, mentor and motivate Heads of Department, Teachers-in-Charge, and the Academic Committee.
- Represent the school at public events and school functions. Maintain an active involvement in the wider educational community.
- Keep senior students informed on a regular basis of progress they are making in relation to ATAR and Rank Scores and QCE certification.
- Lead innovation collaboratively and model a positive approach to change.
- Demonstrate an understanding of self-reflection, self-review, and improvement.
- Chair committees as required or requested by the Deputy Principal and/or Principal.
- Remain up to date with contemporary teaching principles and act as teacher mentor, providing formative and summative feedback to teachers on their performance.
- Perform any other duties as may be determined by the School Principal from time to time.

### ***Competency Required***

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- Demonstrated experience in a middle and/or senior management role within an education setting.
- Commitment to actively work as part of an Executive leadership team and support the broader School community.
- Demonstrated leadership of the delivery of strategic projects designed to enhance teaching and learning across the school.
- Depth and breadth of knowledge and understanding of contemporary issues in education and their implications for continuous improvement.
- Knowledge of effective learning and assessment frameworks that use data, benchmarks and observations to monitor every Senior School student's progress.
- Ability to encourage, model and monitor the use of digital technologies to support, enhance and extend teaching and learning throughout the Senior School.
- Ability to work with parents, teachers and students in a diverse community to develop a learning environment that fosters critical thinking, creativity and excellence.
- Demonstrated experience in leading and managing a team of staff, defining and communicating work targets and priorities and ensuring work output is in accordance with performance standards and measures.
- Proactive, well organised, excellent time management and problem-solving skills with the ability to manage and find solutions for unexpected situations, as well as anticipate problems that may arise in future.
- High level oral and written skills with highly effective verbal and listening communication skills.
- Excellent attention to detail, and the ability to respond efficiently to competing demands.
- High level of proficiency in the use of general business software (Microsoft Office) and aptitude to learn new applications and use technology to streamline workflows.
- Ability to work in Australia without restrictions.

### ***Formal Qualifications***

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- A graduate teaching degree from a recognised university, with post-graduate degree qualifications being highly desirable.
- Registration with the Queensland College of Teachers, or eligibility for registration

## Key Selection Criteria

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Within the context of the duties described above, the ideal applicant will be someone who has:

1. A commitment to the School's Vision, Mission, and Values. Strong interpersonal skills that develop and sustain productive, professional relationships within and beyond the School community.
2. Ability to think strategically, operate at an Executive strategic level, cascade responsibility and accountability for strategic objectives and lead and manage a committee of dynamic, committed academic middle managers to achieve strategic objectives.
3. Demonstrated capacity to provide innovative, cost-effective curriculum leadership that provides students with opportunities to develop into confident, well-educated young women prepared for higher learning, global citizenship and life.
4. A high level of skill in the production and analysis of learning outcomes data, and the knowledge and skills to interpret the data and develop intervention programs in the Middle and Senior schools. Annual KPIs related to the learning outcomes will be determined annually in consultation with the Principal.
5. Capacity to manage effectively human, financial, and physical resources. Ability to produce high-quality, accurate reports and meet deadlines.

## Final Statement

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The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

## Authorisation

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I hereby agree that this Position Description accurately reflects my work requirements.

**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Principal**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date