

POSITION DESCRIPTION

Position:	Head of Learning (Relevant Department)
Reporting to:	Director of Teaching and Learning
Department:	Secondary
Date:	August 2026

Primary Purpose

The Head of Learning is responsible for the curriculum leadership and direction and management of staff and resources for the relevant department. In line with the strategic directions of the School, this role will further enhance Tintern's position as an enriching and exciting learning environment within the Parallel Learning model.

Position in Context

The Head of Learning will lead a team of staff to ensure that the curriculum promotes best practice with appropriate learning opportunities for students. This would be achieved through participative decision-making, supportive delegation and distributive leadership which encourages faculty collaboration.

Key Contacts

Direct Reports

Teaching staff in the relevant department

Internal

Director of Teaching and Learning

Senior Vice Principal

Vice Principal

Heads of Schools

Learning and Enhancement Department

Other Heads of Department

Careers staff

External

Professional educational organisations

Tertiary and TAFE sectors

Major Duties and Responsibilities

- In consultation with the Director of Teaching and Learning, develop and implement a department structure that ensures strong learning opportunities for students in Years 7-12
- To promote student engagement and success in the Department subject(s)
- To work with other Heads of Department in the Learning and Curriculum Group, and elsewhere, towards the strategic educational aims of the School
- To develop staff capabilities and build and strengthen staff relationships in the department
- To meet with Department staff and set goals and priorities
- To work with the Vice Principal in supporting and developing department members in their subject teaching roles.
- To provide an induction for new staff and manage new staff through involvement in the School's staff orientation program.
- To provide opportunities for meaningful discussion and continual improvement of learning pedagogies
- To continually monitor and refine the sequence and scope of Years 7-12 courses and to maintain accurate documentation of such courses
- To maintain a sound understanding of the requirements of curricula as well as the procedures for developing new or revised courses

- To manage processes for assessment procedures and recommendations regarding students pathways in subject area(s)
- To oversee the management of School assessment and reporting procedures within the Department
- To ensure that staff are familiar with internal and external course requirements and reporting procedures for their subject area(s)
- To attend meetings and conferences on curriculum developments and to generally maintain expertise in subject content and pedagogy
- To participate in curriculum evenings and address parents as required
- To attend School curriculum meetings
- To liaise with Learning Enhancement to assist with the special needs of students
- To manage the process of internal academic awards for the department
- To help communicate with our community the success of students involved in competitions
- To ensure that correct procedures are followed with respect to the requirements of the Victorian Curriculum and Assessment Authority (VCAA)
- To manage the departmental budget
- To manage administrative tasks and personnel specific to the department
- To identify funding opportunities relevant to curriculum
- To liaise with relevant support groups
- To manage the OH&S issues relevant to the Department

Person Specification

Essential Criteria (competencies, qualifications, knowledge and experience)

- A creative perspective with respect to learning concepts, and the potential to lead change in education
- An ability to lead within an enriching, progressive technology-rich environment
- Excellent interpersonal, organisational and communication skills with the ability to manage the complexities of a diverse team
- An ability to support staff through periods of curriculum change
- Collaborative team member
- Strong administrative skills
- Appropriate qualification and demonstrated expertise in relevant subject area(s).
- Current VIT registration
- Detailed understanding of curriculum issues at state, national and international levels
- Proven use of technology in the classroom.
- An ability to support staff through periods of curriculum change.
- Excellent interpersonal skills with the ability to manage the complexities of a diverse team.

Allowances

As per the *Tintern Grammar Agreement 2023-2026*, under Schedule C - Teachers Allowances, C.1 Head of Department.

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to creating and maintaining a school in which all children are safe from harm and in doing so abides by the 11 child safe standards set down by the Commission for Children and Young People [CCYP | The 11 Child Safe Standards](#).

At Tintern Grammar we have a zero tolerance for child abuse, racism and other vilification;
The principles that guide child safety at Tintern Grammar are that:

1. the best interests of the child are paramount;
2. child protection is a shared responsibility of everyone in the School community;
3. all children have a right to feel safe and be safe at school, and have equal rights to protection from abuse and neglect;
4. the School will consider the opinions of students and use their opinions to develop child safety policies and procedures; and
5. the School is committed to providing a culturally safe environment in which the diverse and unique identities of Aboriginal children and young people are respected and valued
6. the School is committed to understanding children and young people's diverse circumstances and providing support and responding to those who are vulnerable, including children with a disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children
7. the School will take into account the diversity of all children, (including but not limited to the needs of Aboriginal and Torres Strait Islander children), and children who are vulnerable, and make reasonable efforts to accommodate these matters
8. everyone must also comply with the School's Child Safety Code of Conduct, which sets stringent standards for personal behaviour
9. all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....