

JOB DESCRIPTION & EMPLOYEE SPECIFICATION

Position Title:	Dean of Teaching and Learning
College Department:	Teaching
Line Manager:	Head of Secondary
Position Classification:	Senior Leadership Position
Tenure:	Ongoing
Conditions:	Full time (FTE 1.0)

1. Position Summary

The Dean of Teaching and Learning provides leadership of curriculum, pedagogy, assessment, academic achievement, and staff professional growth within the Secondary School. The role drives a culture of academic excellence and continuous improvement through effective teaching practices, data-informed decision-making, and high-quality curriculum delivery.

Working closely with curriculum leaders and teachers, the Dean supports the development of teacher capability, ensures compliance with curriculum and assessment requirements, and leads initiatives that enhance student academic outcomes. As a senior member of the Secondary Leadership Team, the Dean contributes to strategic school improvement while partnering with the Dean of Students to ensure a coordinated approach to student success, maintaining a clear focus on teaching, learning, and academic performance.

The position includes a teaching allocation of up to 0.4 Full-Time Equivalent (FTE), with the balance of time dedicated to leadership responsibilities.

2. Key Responsibilities

Teaching and Learning Leadership

- Lead the development, implementation, and evaluation of the School's Teaching and Learning Framework.
- Promote high-quality, evidence-informed teaching practices across the Secondary School.
- Drive a culture of academic excellence, continuous improvement, and innovation in teaching and learning.

- Support staff to implement contemporary pedagogical approaches that improve student outcomes.

Leadership and Management of Heads of Learning Areas

- Provide leadership, support, coaching, and performance management to Heads of Learning Areas.
- Build leadership capability within curriculum teams and ensure alignment with school priorities.
- Facilitate collaboration between learning areas to promote consistency and continuous improvement.
- Hold Heads of Learning Areas accountable for curriculum implementation, assessment practices, and student achievement within their learning areas.

Curriculum Leadership

- Oversee the planning, implementation, review, and evaluation of curriculum programs across the Secondary School.
- Ensure curriculum delivery aligns with the requirements of the School Curriculum and Standards Authority (SCSA).
- Lead curriculum innovation and the development of future-focused learning opportunities.
- Maintain oversight of curriculum documentation, subject offerings, and course viability.

Assessment and Reporting

- Lead the implementation of effective assessment, moderation, and reporting practices.
- Ensure consistency, quality, and compliance in student assessment and reporting processes.
- Oversee school reporting cycles and academic communication to students and families.
- Monitor assessment data to inform teaching practice and improve student achievement.

Academic Achievement and Data Analysis

- Monitor and analyse student achievement data to identify trends, strengths, and areas for improvement.
- Lead data-informed academic improvement initiatives across the Secondary School.
- Report on academic performance and progress to school leadership.
- Support teachers and Heads of Learning Areas to utilise achievement data to improve learning outcomes.

Academic Compliance and Reporting

- Ensure compliance with all SCSA requirements, policies, and procedures.
- Oversee and coordinate academic reporting and compliance obligations, including:
 - Student Information Records System (SIRS)
 - NAPLAN
 - OLNA
 - WACE achievement and attainment
 - ATAR performance analysis
 - SCSA moderation and compliance processes
- Ensure the accuracy and integrity of student academic records and reporting systems.

Professional Learning and Teacher Development

- Lead the professional learning strategy for teaching staff within the Secondary School.
- Coach and mentor teachers to strengthen instructional practice and student outcomes.
- Coordinate professional learning programs aligned to strategic priorities and identified needs.
- Support teacher growth through feedback, collaboration, reflection, and professional development opportunities.

Academic Intervention and Enrichment

- Lead the development and implementation of academic intervention programs for students requiring additional support.
- Oversee enrichment and extension opportunities for high-achieving students.
- Monitor the effectiveness of intervention and enrichment programs using student achievement data.
- Collaborate with relevant staff to ensure students are appropriately supported to achieve their academic potential.

Strategic Contribution

- Contribute to the development and implementation of Secondary School improvement priorities.
- Provide expert advice on curriculum, pedagogy, assessment, and academic performance.
- Support the achievement of strategic goals through effective leadership of teaching and learning initiatives.

Christian Leadership

- Model and promote the Christian vision, mission, and values of the School.
- Foster a Christ-centred learning culture that encourages excellence, service, and personal growth.

- Contribute positively to the spiritual life and culture of the School.

Other Duties

The duties and responsibilities outlined in this Position Description are not intended to be exhaustive. The employee may be required to undertake other duties, projects, responsibilities, and leadership activities as reasonably directed by the Principal, Head of Secondary, or their delegate, consistent with the employee's skills, experience, classification, and the operational needs of the College.

This Position Description must be read in conjunction with **Appendix A: Responsibility Allocation Matrix (RACI)**. The Position Description and **Appendix A** together constitute the complete statement of responsibilities for this role.

3. Skills and Experience

Essential

- To have a personal faith with the Lord Jesus Christ.
- Master of Education or Master of Educational Leadership
- Current Teacher Registration with the Teacher Registration Board of Western Australia.
- Demonstrated leadership experience within a secondary school environment.
- Proven experience leading curriculum development, assessment, and teaching and learning initiatives.
- Experience in analysing student achievement data and using evidence-informed practices to improve academic outcomes.
- Experience managing and developing staff, including leadership of Heads of Learning Areas or equivalent teams.
- Strong knowledge of SCSA requirements, including NAPLAN, OLNA, WACE, ATAR, SIRS, assessment, moderation, and reporting obligations.
- Demonstrated ability to lead professional learning, instructional coaching, and teacher development.
- Highly developed communication, relationship management, organisational, and problem-solving skills.
- Strong understanding of contemporary pedagogy, curriculum design, and effective assessment practices.
- Commitment to the Christian ethos, mission, and values of the School.

Desirable

- Experience in an independent or Christian school setting.
- 5-10+ years of successful teaching experience.
- Experience leading whole-school or large-scale teaching and learning improvement initiatives.
- Experience with school review, accreditation, and quality assurance processes.
- Demonstrated success in improving academic achievement across diverse student cohorts.

- Knowledge of educational research, innovation, emerging pedagogical practices, and future-focused learning.
- Experience designing and facilitating professional learning programs.
- Experience using academic data systems, learning management systems, and student information platforms.
- Ability to think strategically, lead change effectively, and build leadership capacity in others.
- Commitment to ongoing professional growth and continuous improvement.
- Familiarity with Microsoft 365 and cloud-based services.
- Familiarity with SEQTA
- Familiar with Edval

4. Working Relationships

The Dean of Teaching and Learning is a member of the Senior Secondary Leadership Team and works directly with the Head of Secondary, and collaboratively with the Dean of Students, Dean of Education Enterprise and operations. The Dean of Teaching and Learning works closely with Heads of Learning Areas, teaching staff, and support staff to deliver the strategic priorities of the Secondary School. The role provides leadership and support to Heads of Learning Areas and collaborates with members of the Secondary Leadership Team to promote excellence in teaching, learning, curriculum, assessment, and student achievement. The Dean also maintains effective relationships with students, parents, and relevant external educational bodies to support high-quality educational outcomes and regulatory compliance.

Job Description and Employee Specification is Approved



Des Mitchell
Principal

APPENDIX A

Responsibility	Dean Teaching & Learning	Dean Education Enterprise & Administration	Head of Secondary	HOLA
Teaching & Learning Framework	A/R	C	I	C
Curriculum Planning	A/R	I	I	R
Curriculum Review	A	C	I	R
Subject Offerings	A	C	I	C
Assessment Policy	A/R	I	I	C
Moderation Processes	A/R	I	I	R
Academic Reporting	A/R	C	I	C
NAPLAN Compliance	A	R	I	C
NAPLAN Logistics	C	A/R	I	C
OLNA Compliance	A	R	I	C
OLNA Logistics	C	A/R	I	C
SIRS Reporting	A/R	C	I	C
WACE Compliance	A/R	C	I	C
ATAR Analysis	A/R	I	I	C
Curriculum Handbooks Content	A/R	C	I	C
Curriculum Handbooks Publication	C	A/R	I	I
Subject Selection Policy	A/R	C	I	C
Subject Selection Administration	C	A/R	I	I
Academic Data Analysis	A/R	C	I	C
Professional Learning	A/R	I	I	C
Teacher Development	A/R	I	I	C
Intervention Programs	A/R	I	I	C
Extension Programs	A/R	I	I	C
Timetable Development	C	A/R	I	C
Staffing Allocations	C	A/R	A	I
Teaching Loads	C	A/R	A	I
Parent Teacher Interview Educational Content	A/R	C	I	C
Parent Teacher Interview Logistics	C	A/R	I	I

Responsibility	Dean Teaching & Learning	Dean Education Enterprise & Administration	Head of Secondary	HOLA
Academic Assemblies Content	A/R	C	I	C
Academic Assemblies Logistics	C	A/R	I	I
School Registration Administration	C	A/R	A	I
Lutheran Compliance Administration	C	A/R	A	I
Policy Management	C	A/R	A	I
Risk Management	C	A/R	A	I
Operational Reporting	I	A/R	I	I
External Reporting Coordination	C	A/R	I	I
Strategic School Improvement (Academic)	A/R	C	A	C
Strategic School Improvement (Operational)	C	A/R	A	I

RACI Key

- **R** = Responsible (performs the work)
- **A** = Accountable (ultimate decision-maker)
- **C** = Consulted
- **I** = Informed