



Position Description

Head of Teaching and Learning (Junior School)

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

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

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Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Head of Teaching and Learning (Junior School)
Department:	Academic- Junior School
Reports to:	Head of Junior School
Conditions:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement
Hours:	Permanent Full-time

Your Opportunity

The Head of Teaching and Learning (Junior School) provides leadership and support for all teaching and learning in the Junior School and guides matters pertaining to curriculum development, implementation, and review.

Responsibility

The role requires the application of knowledge, skills, and initiative to achieve strategic objectives within prescribed time constraints. Problems are solved with reference to the School's policies and procedures, the application of initiative and good judgement, and/or consultation with the Junior School's leadership team, that is the Head of Junior School and Deputy Head of Junior School.

The Head of Teaching and Learning (Junior School) is expected to keep abreast of the latest pedagogical research, curriculum, and innovative teaching practices. This knowledge should support a very good understanding of learning, teaching, data analysis and regulatory requirements.

As the Head of Teaching and Learning (Junior School), 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.
- Attend staff development and training programs when directed or as approved.
- Comply with work health and safety responsibilities detailed in the safety management system.

Your Role

Curriculum and Pedagogical Leadership and Coaching

Responsible for the leadership and management of the academic curriculum in consultation with the Head of Junior School.

- Develop and implement a modern, cost-effective, school-wide curriculum program for the Junior School environment.
- Develop and deliver a school-based vision, policies, and procedures to support curriculum, assessment, and reporting.
- Lead, manage and collaborate with teachers in curriculum planning and assessment, documentation, and resource allocation in alignment with the Australian Curriculum and other key learning areas from Pre-Prep to Year 6.
- Assist the Deputy Head of Junior School to manage the academic reporting process and communicate regularly with staff and the school community.
- Develop and maintain a cycle of curriculum, assessment and reporting review.
- Collaboratively (with the Junior School Leadership team) identify and provide for the professional development needs of the staff in relation to curriculum, pedagogy, assessment, and reporting.
- Provide collegial support of teachers during periods of new pedagogical endeavours through active coaching and classroom support.

- Support Junior School HODs in reviewing specialised learning areas, inclusive of HPE and The Performing Arts.
- Collaborate with the Head of Intervention and Extension to ensure curriculum is differentiated and inclusive.
- Collaboratively interrogate school and systemic assessment data to inform curriculum and lead collaborative interrogation of data with teaching teams.
- Facilitate moderation and regular data conversations with teaching staff to monitor learning outcomes at individual student level, as well as a class, year, and school level.
- Regularly review student achievement data as a point of reference for measuring the quality of teaching and learning in classrooms, and the success of school learning programs.
- Communicate regularly with staff and the parent community regarding program offerings, progress, and future developments.
- Provide regular modelled teaching and coaching support of teachers when required or requested.

Classroom teaching may be a requirement of this role in line with the operational or pastoral care needs of the Junior School.

Commitment to Child Safety

All staff are expected to actively contribute to a child safe and culturally safe culture and uphold the School's Student Safety and Wellbeing Policy, Reporting Concerns of Harm and Abuse Policy, related school procedures, and Code of Conduct at all times. This includes:

- Maintaining a child safe environment where all students are protected, respected, and feel safe.
- Prioritising student wellbeing, upholding our values, and implementing the Queensland Child Safe Standards.
- Fostering inclusive and culturally safe environments, listening to student voice, and responding promptly and appropriately to all concerns or allegations of harm.
- Reporting all child safety concerns and allegations immediately to the Principal.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Formal Qualifications

- Relevant teaching qualifications and current registration, or eligibility for registration, with the Queensland College of Teachers.
- Current eligibility to work in Australia.

Selection Criteria

The successful applicant will demonstrate:

1. Proven experience in developing, implementing and reviewing high-quality learning programs aligned with the Australian Curriculum.
2. Demonstrated or capability to demonstrate educational leadership that has strengthened teaching practice and improved learning outcomes for all students.
3. Demonstrated ability or capability to lead, coach and support staff in achieving shared strategic priorities and goals.
4. Highly developed strategic thinking, analytical, data literacy, innovation and problem-solving capabilities.
5. Strong interpersonal and communication skills, including a high standard of written communication and the ability to build productive relationships within and beyond the School community.
6. Excellent organisational and administrative capabilities, with strong attention to detail and the ability to manage competing priorities and resources effectively.
7. Demonstrated commitment to ethical and professional conduct and to advancing the School's vision, purpose, values and educational philosophy.

Key Performance Indicators

1. **Operational Leadership:** Curriculum, teaching, assessment and reporting processes are implemented efficiently, consistently and within required timeframes.
2. **Curriculum and Pedagogical Leadership:** Curriculum, pedagogy, assessment and reporting practices remain contemporary, evidence-based and compliant, and contribute to improved student learning outcomes.
3. **Inclusive Learning Outcomes:** Effective, differentiated and inclusive programs are developed and implemented to support the learning needs of all students, including students requiring additional support or extension.
4. **Stakeholder Relationships:** Positive, professional and collaborative relationships are established and maintained with students, parents, staff and relevant external stakeholders.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

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.