



## THE SCOTS COLLEGE

*"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"*

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	<b>Director of Professional Learning and Pedagogical Coaching</b>
Department:	The Caledonian Institute of Research and Professional Practice
Location:	Bellevue Hill Senior School
Reports to:	Deputy Principal - Academics
Functional Relationships:	College Leadership Team, Research Institute staff, Heads of Campus, Directors of Teaching and Learning, Heads of Curriculum and Assessment, Office of People and Culture, Office of Heritage and Tradition staff, others.
Date Position Description Approved:	August 2024

### Primary purpose of this role

The Director of Professional Learning and Pedagogical Coaching will work closely with the Deputy Principal – Academics and the campus leadership groups, to develop, mentor and appraise staff using appropriate internal and / or external processes and resources. This individual will also be responsible for leading and managing the teacher accreditation process at The Scots College. This includes ensuring compliance with NSW Education Standards Authority (NESA) requirements, and other related bodies, supporting teachers through their accreditation journey, and fostering a culture of continuous professional development and teaching excellence.

The successful candidate will have a deep understanding of the NESA teacher accreditation process and requirements; significant experience in a leadership role within an educational setting and a strong knowledge of educational standards, pedagogy, and professional development.

### Key Accountabilities

Duties and responsibilities as the Director of Professional Learning and Pedagogical Coaching include, but are not limited to:

## **1. Cultural leadership:**

In conjunction with the Principal and other members of the College Leadership Teams:

- Promote, develop and protect the vision, beliefs, ethos and educational tradition in every aspect of The Scots College life.
- Wholeheartedly support the religious affiliation and spiritual life of the College.
- Create and maintain a climate of care and hospitality for all branches of the College family.
- Model Christian values in all dealings.
- Encourage the development of social conscience as an essential aspect of the College operation.
- Ensure that College policy and practice nurture respect for difference in all its forms - gender, race, talent, religion, culture.
- Promote a sense of collaboration and affinity with the Presbyterian Church in general.

## **2. The Caledonian Institute for Research and Professional Practice**

- In partnership with the Deputy Principal - Academics, ensure the Caledonian Institute contributes research, resources and the development of spaces to enhance learning experiences for students, working experiences for staff, and other benefits for the broader Scots' community wherever relevant.
- Support the implementation and delivery of the various education programs, while also contributing to the Australian and international education landscape.
- Develop a network of specialists and critical friends to support professional development initiatives across the College where relevant.
- Organise teaching and learning gatherings and instigate/contribute to professional development, research and other opportunities for staff, capturing elements of the College's ongoing strategic development for targeted reflection and improvement (for academic, pastoral and character education).

## **3. Staff Professional Development**

- Lead and oversee the Professional Learning portfolio of the College.
- Evaluate the professional needs of the College and its people and provide advice to the College Leadership Team.
- Work collaboratively with the Deputy Principal – Academics in matters of staff growth and development including appraisal and support opportunities.
- Provide Directors and Heads of Campus with appropriate feedback and review of the Professional Learning planning of each staff member.
- Ensure that pedagogical delivery across the College campuses aligns with a framework for teaching and learning and pedagogical philosophy and is based on best practice and recognised research.
- Coordinate professional learning opportunities for staff to ensure excellence, engagement and professionalism.
- Manage the professional coaching team to deliver high quality pedagogical coaching to all teaching staff.
- Support the College's academic and pastoral leadership teams, and work with support staff as needed.
- Engage staff and promote morale, growth and adaptability.

## **4. Staff Professional Accreditation**

- Lead the development and implementation of policies and procedures related to teacher accreditation.

- Monitor and review the accreditation status of all teaching staff, ensuring timely progression through accreditation stages.
- Ensure compliance with NESAs requirements for teacher accreditation at all stages.
- Liaise with NESAs and external agencies as needed to support teacher accreditation.
- Ensure accurate and timely record-keeping of all accreditation activities.
- Support teachers in understanding accreditation requirements and processes.
- Design and oversee individual and group coaching, mentoring, and professional development opportunities to assist teachers in achieving and maintaining accreditation.
- Oversee the preparation of documentation and evidence required for accreditation submissions.
- Promote a culture of continuous improvement and professional excellence among teaching staff.

### **Key Tasks and Expected Outcomes**

- Oversee the development and day-to-day implementation of various professional learning experiences at The Scots College.
- Oversee the selection, development and training of the classroom coaching team, helping to develop an ongoing culture of professional growth across the College campuses.
- Collaborate with the Deputy Principal – Academics to encourage and mentor staff research activities and publishing.
- Publicise external professional learning opportunities through the professional development page on our College LMS and direct relevant academic and pastoral leaders to key opportunities as needed.
- Develop connections with external professional development and educational bodies.
- Where relevant, maintain and develop links with universities in key areas of educational leadership and pedagogy, ensuring a meaningful connection between research and practice for all staff.
- Provide localised leadership of the Teaching School Alliance Sydney (TSAS) including, but not limited to, practicum coordination for the Alliance and other tertiary partners and oversight and delivery of bespoke training for the cohorts as required.
- Maintain a significant contributory leadership role in the life of The Caledonian Institute including the involvement and hosting of academics-in-residence, communication of opportunities and the development of staff research.
- Provide support to key strategic improvement initiatives over time that support the College's mission and vision.
- Work closely with academic leadership teams across the school to ensure coherent support for all staff – particularly those staff new to the College and teaching.
- As required, to provide support to staff where Human Resources and/or other leaders across the College indicate a need for additional guidance.
- As required, advise on the built environment master plan and the development of flexible learning spaces / technology / pedagogy to support staff.

### **Performance Review Conditions**

The appointee to the position of the Director of Professional Learning and Pedagogical Coaching will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

### **Special Requirements**

The nature of this position is such that the Director of Professional Learning and Pedagogical Coaching is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

Director of Professional Learning and Pedagogical Coaching will, from time to time, be asked to take on extra duties that are assigned by the Principal.