

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

Director of Teaching and Learning

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## **College Overview**

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

## **Our Purpose**

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

## **Position Overview**

The Director of Teaching and Learning is a member of the College Executive and is responsible for the development and implementation of a dynamic, engaging, diverse and compliant curriculum that is delivered using best pedagogical practice.

## **Key Responsibilities**

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

### **Lead the design, development, implementation and evaluation of curriculum that reflects the Towards 2030 Strategic Plan**

- Lead the design, development and implement of programs, courses and learning pathways that link learning with integrated real world learning opportunities.
- Identify and build connection with community, educational, vocational, industry and government organisations to promote the learning opportunities and experiences of the students.
- Provide guidance, advice and support to Leaders of Curriculum and teachers in the development of integrated program and assessment experiences that continue to meet NESA requirements and facilitate real world learning experiences.
- Gather, collate and present data regarding the latest research into the learning needs of students to best prepare them for beyond 2030 as well as evidence-based approaches and programs in other schools and systems that are already in operation.

### **Promote a high quality, innovative, effective and compliant curriculum that meets the needs of all learners by:**

- Leading the Curriculum Leadership Team and the Learning Support Team
- Overseeing curriculum structures and delivery, ensuring that all NESA and College requirements have been met.
- Overseeing the development, implementation and evaluation of teaching and learning programs and assessment.
- Ensuring all curriculum compliance relating to program registration, assessment, work samples and marks are completed appropriately.



**Lead a teaching and learning culture that is engaging, innovative, evidence based and student centred that reflects best practice in terms of pedagogy:**

- Supporting the Deputy Principal to ensure the Professional Learning and Development Planning Process drives a professional learning culture that promotes high quality teaching practices through mentoring, quality feedback and targeted professional learning.
- Creating opportunities for meaningful professional sharing, discussion and collaboration focused on pedagogical practice.
- Leading the Curriculum Leadership Team, teaching staff and relevant support staff in the review and analysis of student data and explore ways for findings to inform program design and teaching practice.
- Leading processes to promote a learning culture in which students are confident, adaptable, independent, collaborative, value risk taking, show initiative, strive for success and have the skills to navigate and solve complex problems.

**Promoting quality teaching and learning through the identification and support of individual learning needs of students by:**

- Coordinating the identification and support of individual student learning needs.
- Liaising with the Learning Support Teachers and Business Manger regarding the National Consistent Collection of Data students with additional learning support needs.
- Overseeing the role of the Learning Support Teacher and Teachers Assistants.
- Working with the relevant staff to explore and implement opportunities to support students with additional needs including life skills, transition to work, enrichment, extension and acceleration.

**Lead and manage the development and implementation of the College timetable by:**

- Leading the Timetable Development Committee.
- Coordinating subject selection processes and liaises with Curriculum Leaders regarding class allocations and teaching loads.
- Liaising with the Directors of Primary and Secondary Schools regarding allocation of Pastoral Care classes, wellbeing and academic class groups.
- Coordinating the processes relating to curriculum based Parent Information Evenings, student assessment and reporting.
- Coordinating processes for the upload of timetable data into TASS.

**Ensure effective and appropriate practice in relation to student assessment and reporting by:**

- Coordinating student involvement in external testing and assessment processes.
- Managing all NESA student entry processes and requirements.
- Overseeing the development of reporting timelines and supporting the executive with the smooth, efficient and accurate completion of reporting processes.
- Coordinating the development of student assessment and information handbooks.

**Member of the Executive Leadership Team and supportive of processes for the development and implementation of the Strategic Plan**



### **Knowledge, Skills and Qualifications**

- Master of Education or equivalent
- Minimum of eight years teaching experience
- Significant experience in a range of leadership positions

### **Personal Qualities and Attitudes**

- Supportive of Christian ethos of the College
- Excellent organisational and technological skills
- Broad knowledge of educational theory and practice
- Skills and experience in managing and leading teams
- Skills and experience in developing and managing systems
- Excellent interpersonal skills
- Willingness to support the Anglican Ethos of the College

### **Remuneration**

The appointee to this position will be remunerated at a Co-ordinator 3 level in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement. The time release for the position is 34 periods per fortnightly timetable cycle.