



Guilford Young College

Acting Director of Teaching & Learning

APPLICATION PACKAGE

Applicants are expected to have an understanding of the aims of Catholic Education and a preparedness to support the identity and mission of the College.

Please ensure that your application includes:

- The Application for Employment form
- A brief letter of introduction stating the reasons why you are seeking the position
- A summary document addressing each of the selection criteria identified in the Role Description
- A current copy of your resume, including a brief employment history detailing positions held and duties undertaken

Completed applications should be marked

Attention: The Principal

and forwarded to: Guilford Young College, PO Box 241, Glenorchy, 7010
or email principal@gyc.tas.edu.au

by: **5pm, Friday 22 September 2017**



Application for Employment

Please include this form, a statement addressing each selection criteria, your resume and any other relevant information in your application.

Position Title	Acting Director of Teaching & Learning		
Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number	
Catholic Education Accreditation Level Attained	

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills in relation to the selection criteria.

Name	
Postal Address	
Phone Number	
Email Address	

Name	
Postal Address	
Phone Number	
Email Address	

Name	
Postal Address	
Phone Number	
Email Address	

Signature		date
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Role Description

Role Title	Director of Teaching and Learning
Leadership Classification:	Level 3
Time release:	10 hours
Allowance:	\$7,398, \$10,506 (Relevant Masters), \$12,186 (Doctorate)
Accreditation Status required:	Strand 2.3/2.4 –Leadership in a Catholic School

Role Focus

OVERALL PURPOSE OF THE ROLE

The Director of Teaching and Learning is responsible for curriculum implementation and leads the College to achieve its educational vision and mission.

SPECIFIC FOCUS OF THE ROLE

- to lead the College Teaching and Learning Team to implement best practice in the delivery of appropriate curriculum opportunities for senior secondary students;
- to oversee the work of the Teaching and Learning Managers, VEL and Targeted Programs Managers and the teaching staff;
- to lead the implementation of curriculum development and change;
- to coordinate and manage quality assurance, professional accountability, professional development and review, student assessment and reporting processes in the College;
- to promote a strongly positive and collegial academic culture seeking to develop students as autonomous, reflective and lifelong learners; and
- to authentically model and foster a lived Catholic ethos.

Role Relationships

Immediate Manager: Deputy Principal

The College employs two Directors of Teaching and Learning, each responsible for one of the two campuses. Both directors work closely together to plan and manage curriculum issues, student learning and teacher supervision in a consistent way for the whole College.

Direct Management and Supervision of: Teaching and Learning Managers
VEL Manager



Targeted Programs Managers

Lead Teachers

Moderators

Teacher Assistants

Leadership Portfolio:

Curriculum Leadership and reform

or Operational Management of TCE

The two Directors of Teaching and Learning will each take a special interest in *Curriculum Leadership* with its focus on strategic vision for the College and curriculum reform and improvement or the *Operational Management* of TCE coordination with a focus on information management, Quality Assurance and course delivery standards. Delegation of College-wide tasks by the Directors is recommended to achieve efficiencies.

Meetings and Team Responsibilities

The Directors of Teaching and Learning have leadership responsibility for:

- College Teaching and Learning Team
- Campus Teaching and Learning Team

The Director of Teaching and Learning is a member of:

- College Leadership Team
- Campus Leadership Team

People Accountabilities

- 1 Contribute to and sustain the life and identity of the school as a Catholic faith community.
- 2 Build and maintain positive professional relationships across the College and wider education community:
 - Communicate clearly and with appropriate sensitivity, respecting confidentiality and the dignity of people;
 - Support teachers with clear communication about professional responsibilities with regard to planning, assessment, reporting and professional development;
 - Communicate teaching and learning information to students, parents and teachers and contribute to College publications; and
 - Work in partnership with teaching and learning leaders in other schools and colleges and with outside organisations and authorities in order to advance opportunities for the College.
- 3 Facilitate access for students to appropriate, challenging and enriching learning opportunities:



- promote a strongly positive and collegial academic culture seeking to develop students as autonomous, reflective and lifelong learners;
 - sensitively assist students in making changes to their learning program to better meet their pastoral and education needs;
 - manage processes of transition, course selection and enrolment and sensitively assist students in making changes to their learning program to better meet their pastoral and learning needs;
 - receive and supervise the management of student and parental concerns around teaching and learning issues; and
 - collaborate with the Campus Leadership Team to nurture a climate of respect, care and consistently high expectations with particular attentiveness to Indigenous students, CALD and migrant students and students with learning, pastoral and health challenges.
- 4 Collaborate with the Deputy Principal and fellow Directors in leading the campus community.
- 5 Collaborate closely with colleague Director of Teaching and Learning to maximise efficiency and consistent opportunities and systems on both campuses of the College.

Sustainability and Leadership Accountabilities

- 1 Lead the College Teaching and Learning Team to implement best practice in the delivery of appropriate curriculum opportunities for senior secondary students:
- seek out opportunities to engage in sustainable school improvement in all areas of teaching and learning;
 - model and promote excellence in teaching and learning and best practice in education;
 - recognise and celebrate achievement and progress in learning;
 - determine discrete areas of responsibility in consultation with the Co-Director of Teaching and Learning to achieve a consistent College-wide approach and resource efficiencies;
 - collaborate with the Teaching and Learning Team in planning and implementing the strategic direction for ongoing improvement in teaching and learning in line with the College's Strategic Plan and report on strategic objectives to the College Board;
 - collaborate with the Director of Information Technology to further develop the integration of eLearning opportunities and technologies into the College curriculum; and
 - Seek to review and reflect on processes and procedures in order to make improvements.
- 2 Take a lead role in the formation and professional development of teachers:
- Support the members of the Teaching and Learning Team to build their leadership capacity and support their teachers to improve their professional skills;
 - collaborate with the College Leadership Team to assign staff to subjects and courses in the process of staffing each year; and



- provide resources for the support and mentoring of pre-service teachers.
- 3 Lead the process of professional review and improvement in all areas of the provision of curriculum:
- oversee the Teaching and Learning Managers' supervision of the planning, development, record keeping and effective evaluation of course delivery;
 - lead and monitor the development, documentation and implementation of teaching and learning policy;
 - lead processes of implementation of curriculum reform and improvement and disseminate relevant information to staff about educational developments at both the national and local level; and
 - assist in the collection and analysis of data to inform evaluation and review.
- 4 Engage in strategic thinking and planning to ensure the smooth delivery of teaching and learning opportunities and to prepare for key organisational moments in the year:
- collaborate with the Teaching and Learning Team to plan for assessment and reporting time-lines and the preparation of support material for reporting to parents and students;
 - collaborate with the Director of Organisation to plan and evaluate the smooth running of exams;
 - collaborate with the College Leadership Team and the Directors of Organisation to construct course selection line sheets and the College timetable; and
 - plan for and review the process of course counselling and student enrolment to courses

Operational Accountabilities

- 1 Manage communication of curriculum information to parents and students:
- collaborate with teachers and moderators to compile course information for the College Handbook, Booklists and Scope and Sequence documents;
 - Manage the course counselling processes for students;
 - proofread and review term reports;
 - distribute information to students for exams including the process for special consideration;
 - collaborate with the Organisation Team to manage the Pathways Expo;
 - assist teachers as needed to communicate with parents regarding student progress; and
 - disseminate final results to teachers and manage student queries regarding their results.
- 2 Facilitate clear communication of professional information to teachers:
- coordinate and manage quality assurance, assessment and reporting processes in the College;



- collaborate with the Director of Organisation to communicate alterations to the teaching timetable and daily expectations;
 - liaise between teachers and the TASC;
 - manage the collation and appropriate use of budget planning for all teachers;
 - give timely information to teachers regarding work expectations for assessments and reporting; and
 - assist teachers and Teaching and Learning Managers through the process of Quality Assurance and auditing processes.
- 3 Manage the administration of the Campus Teaching and Learning Team and assist the Teaching and Learning Managers, Targeted Programs Manager, VEL Manager and Moderators to manage their portfolios and provide professional supervision to their teachers.
- 4 Collaborate with the Campus Leadership Team to lead the campus:
- in the absence of other campus leaders, support the operational smooth running of the campus and be prepared to act in other's roles; and
 - collaborate with the Director of Organisation to implement programs for planned major events.
- 5 Undertake delegated responsibilities for Workplace Health and Safety.
- 6 Undertake other duties as required by the Principal.



Selection Criteria

Qualifications:

Essential

- Registration as a teacher in Tasmania
- Accreditation to Teach in Catholic Education

Desirable

- Accreditation to Lead in Catholic Education
- Qualifications in leadership
- Post graduate study in education or leadership

Experience

Essential

- Recognised credibility as an excellent teacher
- Proven track record of quality teaching and professional learning
- Experience in curriculum development such as course writing, resource development or participation in Learning Area leadership
- Experience in leadership in Catholic Education
- Organisational management experience including managing budgets, managing documentation, meeting deadlines and facilitating team meetings
- Experience in management of teams of teachers
- Experience dealing with and managing processes of conflict resolution

Desirable

- Broad range of teaching experiences across subjects, Colleges and systems
- Experience in leading curriculum change
- Experience in providing professional learning to teachers
- Experience in teaching at senior secondary level

Knowledge, skills and abilities:

Essential

- Effective written and verbal communication skills
- Ability to manage and coordinate multiple work priorities and tasks within set timelines
- Ability to work autonomously with little direction or supervision
- Ability to work collaboratively to find creative solutions to problems
- Knowledge of curriculum development in Tasmania and Nationally
- Knowledge of processes and strategies for leading people and communities
- Knowledge of current research and best practice approaches in teaching and learning



- Capacity for growth and development as a teacher and a leader

Desirable

- High level of skill in the effective use of ICT solutions and capacity to learn new systems efficiently