

## Director of Teaching and Learning - Position Description

<p><b>Organisational Environment</b></p>	<p>Northside Christian College is a rapidly growing school with big ambitions for each student. The College is set in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep through to Year 12 with the mission to “Transform lives through Christ and the wonder of learning.” We provide an innovative learning framework within a safe and supportive Christian environment.</p> <p>We aim to maximise the potential of every child, equipping them for lifelong learning and developing character based on Biblical values.</p>
<p><b>Main Objectives</b></p>	<p>The Director of Teaching and Learning will be an experienced and innovative teaching and learning specialist who will model and support the core values and ethos of Northside Christian College. They will demonstrate organisational and educational leadership and will be experienced in achieving agreed goals in collaboration with others.</p> <p>The Director of Teaching and Learning is responsible for the learning, teaching, curriculum, and academic administration of the College. Consistent with the AITSL Professional Standards, the Director of Teaching and Learning is responsible for raising student achievement and improving the quality of teaching and learning across the College, and collaborating with key staff to continuously improve a seamless progression of educational programs from Primary School to Secondary School, consistent with the College’s strategic plan, Vision, Mission, and Values. The Director of Teaching and Learning has a particular responsibility to support the College’s mission to “Transform lives through Christ and the wonder of learning.”</p> <p>This position has a strong emphasis on the implementation of best practice in all areas of pedagogy, learning, and curriculum. A personal and professional commitment to continual school improvement is a key component of this position, ensuring the College continues to build on strong academic outcomes and the provision of Christian education.</p> <p>The Director of Teaching and Learning is expected to teach students from a Christian perspective as outlined in:</p> <ul style="list-style-type: none"> <li>a) The Vision, Mission and Values of the College, and</li> <li>b) The College’s educational philosophy.</li> <li>c) The College’s Teaching and Learning Framework</li> </ul> <p>The Director of Teaching and Learning will be a professional colleague who will be part of a team of teachers striving to achieve the aims and objectives of the College.</p>
<p><b>Accountability</b></p>	<p>Directly through both written and oral means to the Principal.</p>

<p><b>Key Internal Relationships</b></p>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal</li> <li>• Director of Primary School Learning (Prep – Year 6)</li> <li>• Director of Middle School Learning (Years 7 – 9)</li> <li>• Director of Senior School Learning (Years 10 – 12)</li> <li>• Inclusive Education Coordinator</li> <li>• Head of Student Wellbeing</li> <li>• Home Group and Subject Teachers</li> <li>• Administration Staff</li> <li>• Students</li> </ul>
<p><b>Key External Relationships</b></p>	<ul style="list-style-type: none"> <li>• Parents/ Guardians</li> </ul>
<p><b>Main Objectives</b></p>	<p><u>General Duties</u></p> <p>The Director of Teaching and Learning will be:</p> <ul style="list-style-type: none"> <li>• a support to the Principal and Executive Team by identifying, implementing and monitoring key teaching and learning initiatives, thereby ensuring the delivery of high-quality, Christ-centred learning outcomes across all sub-schools of the College;</li> <li>• responsible for the development and management of professional development and learning programs for all teaching staff that are consistent with College policies as set by the Committee of Management;</li> <li>• an experienced practitioner who leads by example;</li> <li>• well-informed of current educational practices and philosophies, both within the Christian school movement and alternative education systems;</li> <li>• able to demonstrate a sound knowledge of teaching and curriculum development from a Christian worldview perspective;</li> <li>• able to ensure that teaching from a Christian worldview perspective is effectively implemented at the College;</li> <li>• able to demonstrate a sound knowledge of regulatory requirements relevant to teaching and learning;</li> <li>• able to provide a godly example to staff members and students through their manner and general lifestyle; and</li> <li>• able to network with the Heads of Teaching and Learning from other schools.</li> </ul> <p>Undertake other relevant duties as directed by the Deputy Principal/Head of Secondary or Principal.</p> <p>Northside Christian College reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.</p>

<p><b>Specific Accountabilities</b></p>	<p>The following are the key areas of responsibility for the Director of Teaching and Learning:</p> <p><u>General</u></p> <p>Support the Principal and Executive Team in the leadership of teaching and learning at the College by:</p> <ul style="list-style-type: none"> <li>• supporting and maintaining a God-honouring spiritual and emotional atmosphere, and effective lines of communication amongst staff members, students, and parents;</li> <li>• upholding the Mission, Values, and Vision of the College;</li> <li>• identifying, implementing, monitoring and advising regarding teaching and learning philosophy, policies, goals and objectives in keeping with the College’s educational philosophy and policies as approved by the Committee of Management;</li> <li>• identifying, implementing, monitoring, and advising regarding teaching and learning strategic goals and key initiatives;</li> <li>• establishing a Biblical Worldview based on Creation, Fall, Redemption, and Restoration in line with the CSA God’s Big Story resources.</li> <li>• auditing the College’s curriculum regularly to support with compliance, integration of a Biblical Worldview, change of teachers, differentiation, and alignment with the Australian Curriculum and VCAA requirements.</li> <li>• providing educational leadership with regards to current and innovative teaching and learning practices and approaches, thereby working towards the ongoing improvement of teaching and learning programs and practices;</li> <li>• reviewing and monitoring student learning outcomes and educational data, thereby utilising data to support the continual improvement of student learning outcomes;</li> <li>• attending Teaching and Learning Committee meetings and Executive Team meetings;</li> <li>• attending to such other duties related to teaching and learning as required by the Principal;</li> <li>• working collaboratively with the Heads of School and Faculty Coordinators in the development, delivery and maintenance of Christ-centred curriculum in all subject areas and year levels, including for student devotions, and specific Christian programs (e.g. PeaceWise Genius of Jesus)</li> <li>• providing appropriate leadership and organisational support for key school/parent/student meetings and events related to the delivery of curriculum and raising awareness of the same (e.g. information evenings, learning showcase, and presentation nights).</li> </ul>
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	<p><u>Management</u></p> <p>Assist the Principal and Executive Team by:</p> <ul style="list-style-type: none"> <li>• assisting the College to meet government regulatory and compliance requirements;</li> <li>• assisting the Executive Team in the development of policy and procedures;</li> <li>• assisting the Executive Team with applications to the VRQA through oversight and development of the College's curriculum;</li> <li>• contributing to Committee of Management reports and school publications as required by the Principal;</li> <li>• overseeing the management of standardised testing and external assessment as required by the Principal;</li> <li>• monitoring student performance data and contributing to strategic responses;</li> <li>• ensuring that appropriate archives exist of curriculum documentation and assessment records;</li> <li>• providing input as required in relation to student academic reports;</li> <li>• monitoring staff engagement with the College LMS and ensure assessment and feedback is up to date, easy to access, and consistent with College policy and procedures;</li> <li>• managing assessment, reporting, feedback, and parent teacher interview process collaborating with the Executive Team and Office Manager</li> </ul> <p><u>Teacher Professional Development</u></p> <p>Assist to develop staff teaching practice at the College by:</p> <ul style="list-style-type: none"> <li>• training new staff and continued scheduled training for all staff ensuring their practice aligns with the College's strong commitment to a Biblical Worldview.</li> <li>• overseeing the allocation of time for staff members to attend in-service professional development programs;</li> <li>• supporting the Principal and Directors of Learning in the effective implementation of all components of the annual Staff Appraisal Process;</li> <li>• coaching staff members in the use of technology to improve their teaching practice;</li> <li>• attending staffing employment interviews as required;</li> <li>• attending staff meetings as appropriate;</li> <li>• coordinating the provision of opportunities for the professional development of staff members;</li> <li>• undertaking classroom observations as required in order to provide teachers with constructive feedback with regards to teaching practice;</li> </ul>
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	<ul style="list-style-type: none"> <li>• assisting with the effective onboarding, induction and mentoring of all new staff members, especially in relation to the teaching and learning programs and staff professional development expectations; and</li> <li>• ensuring that staff members adhere to policies and procedures, especially in relation to teaching and learning programs.</li> </ul>
<p><b>Duty of Care</b></p>	<ul style="list-style-type: none"> <li>• Teach classes as allocated</li> <li>• Mark student assessment tasks and maintain records of student achievements</li> <li>• Supervise additional classes as required</li> <li>• Plan and organise work for effective teaching to occur including a variety of strategies and methods to cater for the range of abilities and interests in the class</li> <li>• Maintain a detailed Record of Procedure for lessons on a weekly basis (i.e. Work Program) and units on a Termly basis</li> <li>• The teacher will set homework as per year level expectations.</li> <li>• Monitor student progress and liaise with the Principal or Deputy Principal/Head of Secondary, as appropriate, regarding students at risk and those requiring special consideration</li> <li>• Provide reports to parents at meetings, interviews and in writing as required</li> <li>• Attend professional development activities to improve teaching and pastoral skills and knowledge</li> <li>• Attend Staff Meetings, subject/department meetings, and other meetings as required</li> <li>• Ordering and organising materials as required for teaching and within approved budget limitations</li> <li>• Assist with planning of special school programs, eg: excursions, camps, sports, educational visits etc... where required.</li> <li>• Perform any other duties as delegated.</li> </ul>
<p><b>Essential Knowledge, Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Significant experience as a curriculum leader and hold current VIT registration</li> <li>• Demonstrate success in modelling and promoting effective teaching and learning practices</li> <li>• Demonstrate the ability to work with a team and lead change</li> <li>• Significant experience in both curriculum and student support</li> <li>• Possess a working knowledge of general administration</li> <li>• Be an excellent communicator, have high-level organisational and people skills</li> <li>• Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.</li> </ul>

**Child Safety**

Northside Christian College is committed to child safety. We have zero tolerance of child abuse. The Committee of Management, Executive Team, staff, volunteers and contractors at Northside Christian College are required to abide by the Child Safety Code of Conduct.

Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.