



Head of Learning and Teaching (Primary) *Position Description*

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| Position Title: | Head of Learning and Teaching (Primary) |
| Reporting To: | Deputy Principal – Learning and Teaching |
| Commencement: | Semester 2, 2022 |
| Employment Status: | 3-year tenure, up to Full time (Total FTE 0.5 – 1.0) |
| Performance Review Period: | 6 months |

Purpose of the position

The Head of Learning and Teaching (Primary) will be an encouraging, supportive, leading teacher who is a role model in facilitating academic excellence through 21st Century pedagogies. The HOLT (Primary) will be responsible for maintaining and enhancing the learning and teaching across the Primary School. The HOLT (Primary) will work with the Deputy Principal – Learning & Teaching to ensure a cohesive approach to delivering curriculum across the College. It is expected that the HOLT (Primary) will display and develop their leadership skills and act as a resource and professional support to the Primary School staff.

This role will commence Semester 2, 2022. This is a 3-year tenure, with a total FTE of 0.5 – 1.0, including a teaching load of FTE 0.25-0.75.

Key Responsibilities

General Responsibilities:

- Work collaboratively with the Deputy Principal – Learning and Teaching and the Head of Learning and Teaching (Secondary) to develop a cohesive curriculum across the College;
- Set and review goals for each semester and report progress to the Deputy Principal – Learning and Teaching and the Head of Primary;
- Review relevant assessment data, including NAPLAN, PAT and AGAT, across the Primary school and initiate professional discussion and response to inform future learning outcomes;
- Monitor the appropriateness of assessment tools and liaise with the Deputy Principal – Learning and Teaching to deliver a consistent assessment program;
- Implement whole school curriculum and professional development initiatives in the context of the Primary School;
- To be involved in planning and running Primary School Curriculum Meetings as needed;
- Monitor and encourage the professional development of Primary School staff;
- Assist, as required, in the selection of new teaching and support staff for the Primary School;
- Conduct staff development reviews as delegated by the Head of Primary; and



- Provide appropriate support to ensure efficiency of the Learning Support and Enrichment Programs in the Primary School.

Curriculum and Pedagogy:

- Provide direction in the development of curriculum documents to ensure they include a distinct Biblical worldview, reflect government requirements, and demonstrate cohesion across the Primary School;
- Awareness of, and monitoring of, standards of assessment and reporting across the relevant year levels, including Semester reports;
- Ensure that curriculum documentation is prepared, implemented and evaluated in a systematic manner;
- Provide guidance to staff on appropriate teaching methodology and suitability of curriculum materials and textbooks; and
- Remain up to date with developments in learning and teaching in the relevant subject area(s).

Communication and Administration:

- Liaise with, and attend regular meetings with, Learning Leaders, Year Level Coordinators, and/or the Executive Leadership Team as required;
- Ensure that there is clear communication between the Primary and Secondary Schools regarding curriculum; and
- Keep and distribute records of meetings, discussions and decisions.

Key Selection Criteria

- An active Christian faith and regular church attendance;
- Be a registered teacher and have met Child Safety regulations;
- Be familiar with, and supportive of, the values and ethos of the College;
- Knowledge of, and adherence to, the College's Policies and Procedures;
- A proven understanding of 21st Century pedagogies and researched based understanding of effective learning and teaching;
- Teaching experience and demonstrated capacity to deliver an engaging curriculum;
- The ability to model excellent teaching principles and practices and demonstrated capacity to lead a dynamic team of teachers;
- A strong understanding of the Australian Curriculum;
- The ability and desire to integrate a distinctively Biblical worldview into the curriculum;
- Strong organisational skills;
- Act as a role model and resource for staff;
- Effective interpersonal and communication skills;
- Demonstrated understanding of the needs of students;
- Demonstrated usage and commitment to modern learning technologies;
- Willingness to develop personal knowledge of learning theories;



- Remain up to date with developments in curriculum trends through professional reading and attendance at conferences; and
- Display initiative and problem-solving skills.

Employment Conditions

- Hours of work: 19 - 38 hours per week (FTE 0.5 – 1.0).
- Working during term time only, with some additional time required for staff meetings and professional development.
- Be willing to work after hours to attend College events/activities when required.
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our Child Safety policy and standards, and that we have a zero tolerance of child abuse in any form.

April 2022