



PRINCE ALFRED COLLEGE

Role Profile:

Director of Teaching and Learning

The Director of Teaching and Learning is responsible to the Headmaster for providing the best possible educational programs and outcomes for all our students, ELC-12, at Prince Alfred College.

As a member of the College Executive, the Director of Teaching and Learning is expected to make a significant contribution to the overall directions of the College.

Reports to:

Headmaster.

Direct Reports:

Assistant Directors of Teaching and Learning for IB Diploma, SACE, Middle Years and PYP; Academic Leaders; Special Education Needs Co-ordinator; Careers Counsellor; Head Librarian – Secondary; Academic Registrar.

Other Key Relationships:

Head of Secondary School/Deputy Headmaster, Head of Preparatory School, other Executive members, Head of Operations.

Key responsibilities include the following:

1. General

- Overseeing and directing the Teaching and Learning Programs of the College, ELC-12.
- Keeping the Headmaster informed on all relevant matters regarding the College's Teaching and Learning programs.
- Overseeing staffing needs and appointments in teaching in the Secondary School, liaising with other key staff.
- Contributing to the overall management and leadership of the College, particularly through contribution to all Executive meetings, activities and planning.
- Providing inspiring leadership to ensure that our academic programs are of the highest standard, based on the latest research and data.
- Representing and promoting the College, and its educational programs in particular, both within and outside the College.
- Providing advice and direction on the development of educational facilities and learning environments throughout the College.
- Attending major College events, as appropriate.

2. Teaching and Learning

- Keeping up to date on educational theory and practice and leading the College's development in these areas.
- Coordination and monitoring the selection and implementation of best practice strategies in teaching and learning.
- Setting an example in best educational practice.
- Overseeing the subject selection and timetabling processes, supported by the relevant staff.
- Ensuring appropriate sequencing and documentation of learning programs and practice across all levels.
- Overseeing and supporting the successful academic integration of students into the College, including international students.
- Leading the best use of ICT across all teaching areas.
- Overseeing the Special Education Needs (SEN) Co-ordinator and the programs in this area.
- Overseeing VET programs through the staff responsible for this area.
- Overseeing academic programs relating to international students and the staff working in this area.
- Overseeing College Library Services and development.
- Addressing any areas of teaching concern in conjunction with the appropriate staff members.

3. Curriculum Development

- Overseeing the International Baccalaureate Program – PYP and Diploma – and SACE Programs, as well as internal College Programs.
- Ensuring that we have seamless curriculum transitions between the various programs and sub-schools.
- Conducting regular reviews of individual curriculum areas, as well as overall curriculum, on a cyclical basis.
- Overseeing the preparation of curriculum documents for staff, students and parents.
- Ensuring there is adequate and effective communication with the various groups within the College about curriculum matters.
- Ensuring that our curriculum prepares students for future pathways, in consultation with careers staff.

4. Assessment and Reporting

- Overseeing all aspects of the College's assessment and reporting processes.
- Ensuring consistency across all subject areas, appropriate sequencing across year levels, and a coherent overall approach to assessment.
- Taking responsibility for all aspects of students' learning outcomes and results at all levels.
- Maintaining, collecting and analysing appropriate data to track students' progress and guide future planning.

- Maintaining a focus on student outcomes, as seen through NAPLAN, SACE and IB results, to gauge and develop student achievement.
- Overseeing reporting processes to ensure that adequate and comprehensive information is provided in a timely and contemporary fashion.

5. Staffing

- Leading, developing and supporting the key academic staff, including Assistant Directors of Teaching and Learning and Academic Leaders.
- Overseeing the work, and conducting regular meetings, of all those involved in academic leadership at the College.
- Identifying staffing needs in advance in accordance with student numbers and subject requirements.
- In conjunction with the Headmaster, Head of Secondary School/Deputy Headmaster and other relevant staff, overseeing relevant staffing appointments.
- Overseeing the induction of new teachers to the College, in conjunction with the Director of Human Resources and other relevant staff and providing support as appropriate.
- In conjunction with the relevant staff, plan and lead professional development in teaching and learning, for teaching staff as a whole, as well as for smaller groups and individuals.
- Ensuring effective individual professional development programs for direct reports.
- Overseeing staff development for succession planning purposes, to ensure strong internal candidates for any positions that become available.
- Leading and working with the relevant staff, including the Director of Human Resources and other senior staff, in the ongoing performance review of teaching staff.

6. Administration

- Oversight of budgets related to teaching and learning programs, including budgetary planning and control.
- Ensuring that all documentation and administrative functions in this area are prepared in a timely fashion in this area.
- Making full use of the College database and learning management system for teaching and learning purposes, including communication, assessment and reporting.
- Oversight of the learning management system for maximum benefit to staff, students and parents.
- Regular review of policies and procedures in this area to ensure efficient operations.

Key knowledge and experience:

- Prior experience in a senior leadership, or senior middle management position in the academic area.
- Experience in an independent, ELC-12 school, is desirable.
- Experience and expertise in boys' education is desirable.
- Excellent leadership and communication skills are essential.
- Experience with SACE and International Baccalaureate is highly desirable.
- Successful experience in leading a large and complex staff team is essential.

- Proven skills and experience in developing strategy and innovation in teaching and learning, and leading and implementing change programs.
- An overriding commitment to, and high aspirations for, their students' learning and staff development.
- A high level of knowledge, imagination, passion, and belief in, and for, their field and their students.
- A strong grounding in pedagogy, course design and curriculum development and review.
- Willingness to support, promote and develop the ethos and values of the College.
- Authentic leadership skills, combining high level strategic thinking with the ability to implement major projects and initiatives.
- The ability to build strong relationships with, and inspire, the College community, including students, staff and parents.

Time Allowance:

0.8 FTE Director of Teaching and Learning; 0.2 FTE Teaching.

Tenure:

The Director of Teaching and Learning tenure is five years.

Salary:

Executive.

July 2021