



Director of Learning and Teaching (Senior School - Years 9 to 12)

Status: This is a full time ongoing leadership position with a teaching load of 0.6.

Commencement Date: 2020

Burgmann Anglican School is a 3 Year Old Preschool to Year 12 School with campuses located at Gungahlin and Forde. An Early Learning Centre catering for students from 6 months of age will operate from 2020.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Line Management: This position will be responsible to the Head of Senior School, the Deputy Principal (Learning and Teaching) and ultimately to the Principal.

Role Description & Responsibilities

Learning and Teaching

- Foster and promote excellence in learning and teaching and model high quality teaching and learning in the classroom
- Support the focus on the development of the School as a learning community of the highest quality and promote and foster a culture of life-long learning across the School
- Ensure that current learning and teaching practices are research-informed best practice, aligned with the School's philosophy and vision
- Lead Senior School staff in ongoing renewal of the curriculum with reference to the Australian Curriculum and ACT Board of Senior Secondary School (BSSS) requirements
- Lead Senior School Heads of Faculty to ensure that all learning programs are accessible and relevant to all students
- As a member of the Senior School Leadership Team, ensure that effective procedures for monitoring of students' learning progress are implemented in Senior School
- Articulate and maintain high expectations for the performance of teachers, including engagement in professional conversation and debate in order to improve outcomes for students
- As a member of the Learning and Teaching Committee
 - actively contribute to the ongoing development and improvement of pedagogy and curriculum across the whole School

- ensure that learning programs transition smoothly between and within sub-schools
- promote, contribute to and organise professional learning for staff

Staff

- Assist with the induction and supervision of recently appointed teachers, teachers undertaking Standards-based processes and preservice students
- Encourage and support staff to reflect on their professional practice and to focus on continual improvement
- Lead the Senior School Heads of Faculty
- Work with the Head of School to manage and monitor staff professional learning goals and review cycle

Professional Development

- Liaise regularly with other Learning and Teaching leaders across the School
- Maintain active professional reading and development
- Promote and organise professional learning that is aligned with School priorities
- Participate in professional educational networks beyond the School community

Relationships

- Build and maintain strong positive, professional relationships with staff within Senior School as well as with colleagues across other areas of the School
- Model building and maintaining positive and supportive relationships with students
- Assist in encouraging all students to understand the expectations of the school
- Maintain open and regular communication with Head of School.

Administration and Organisational

- Assist in the development of a positive learning culture for staff and students
- Ensure that policy and procedures relating to curriculum, learning and teaching are effectively implemented and maintained
- Work with the Senior School Leadership Team to manage interim and semester reporting processes
- Manage and support staff to use the learning management system in Senior School
- Other duties as directed

Co-curricular

- Provide leadership and participation in School events, parent information evenings and assemblies.
- Actively participate in and support the School's co-curricular program

Parents

- Ensure respectful, accurate and timely communication with parents
- Monitor and support community and connectedness.

Selection Criteria

- An appropriate 4 Year Education Degree and registration with the ACT Teacher Quality Institute
- Demonstrated passion for effective learning and teaching
- Experience as a secondary teacher
- Demonstrated leadership in pedagogy and curriculum development
- Demonstrated capacity as an instructional leader
- Excellent communication and interpersonal skills
- Strong administration and organisational skills
- Experience in delivering professional learning to teachers
- Willingness to participate in the School's co-curricular program
- Interest in, and willingness to explore, innovative practices
- An understanding and support of a Christian based education in an Anglican context

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent Schools ACT Standards Model (Teachers) Multi Enterprise Agreement 2017*.

The Application

Applicants should provide the following documents via email to:

employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length)
- Curriculum vitae (no more than 4 pages)
- A copy of your academic transcript
- ACT Teacher Quality Institute registration. More information about registration is available at <http://www.tqi.act.edu.au/registration>
- [Working with Vulnerable People check](#)
- Details of three professional referees, preferably one referee should be your current minister

Applications close: 9am, Monday 30 September 2019