Leader of Learning – SOSE

- Full Time and Permanent
- Position of Added Responsibility – Level 6
- Commencement January 2020

1. The College

West Moreton Anglican College (WestMAC) is a Prep to Year 12 co-educational Anglican school that promotes a balanced schooling experience and individualised learning.

As a WestMAC employee, you will contribute to the personal growth and academic success of our young people and be part of a professionally engaging and supportive work environment where continuous improvement, innovation, and creativity are valued.

2. Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Given our commitment to child protection, all teachers employed by WestMAC must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-academic staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-academic staff (ie administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.

2. The Role

The Leader of Learning - SOSE provides leadership and is accountable for the efficient and effective management of the SOSE Department within the College.

The Leader of Learning - SOSE will work to achieve strategic outcomes in accordance with the College’s Strategic Plan; exercise responsibility for and manage processes designed to improve the educational outcomes of the students within the Department; exercise responsibility for and manage human, financial and physical resources within the Department in order to meet the educational and organisational objectives of the College; contribute to the development and implementation of whole College policies, curriculum and, where relevant, pastoral programs and procedures.

The duties and responsibilities of the Leader of Learning are to be carried out in accordance with:

- The College’s Strategic Plan;
- College policies and procedures;
- Current QCAA policies and guidelines where relevant;
- Guidelines and policies developed by the Anglican Schools Office and West Moreton Anglican College;
- Negotiated industrial agreements; and
- Relevant legislation.
POSITION DESCRIPTION

3. Selection Criteria

SC1 Spiritual Leadership: A clearly articulated philosophy of Christian education in an Anglican context as it is practice in every day College life.

SC2 Managerial and Administrative Ability: Ability to plan and manage resources effectively and equitably to support teaching and learning.

SC3 Curriculum Development: Demonstrated capacity to lead the development and implementation of contemporary SOSE curriculum through differentiated and innovative teaching, learning and assessment strategies for students from diverse backgrounds and abilities.

SC4 Leadership of Staff and Students: Ability to focus on the individual needs of all students and to provide opportunities for growth and development in all areas. Capacity to work with the College community in order to motivate and support staff, to develop their diverse talents and to foster their personal growth through the creation and building of collaborative and effective teams.

SC5 Communication, Interpersonal Skills and Community Development: Demonstrated exceptional ability in developing positive and productive relationships within and beyond the College community in support of a sustained and rich learning environment.

4. What we offer

The College values its employees and aims to provide a positive, nurturing and supportive workplace. At WestMAC you will be surrounded by like-minded colleagues, in a caring and professional community which acknowledges commitment, dedication, and hard work.

WestMAC is an equal opportunity and family-friendly workplace, offering many benefits including:

- generous fee remission for enrolled children of permanent staff
- above award remuneration packages as per Anglican Schools Enterprise Agreement
- choice of superannuation funds, currently 9.5 percent super with an additional 3.25 percent employer contribution if a voluntary contribution of an additional 5 percent is paid by staff
- opportunity to salary sacrifice
- opportunities for career progression through generous provision of Positions of Added Responsibility which well exceed EA benchmarks for teaching staff
- access to extensive professional development, the in-house delivery of which exceeds minimum requirements to maintain QCT (Queensland College of Teachers) registration
- comprehensive staff-developed Professional Engagement Program (PEP) for teaching staff
- comprehensive Staff Wellbeing Program
- payment for participating in the extra-curricular program
- generous leave provision including an additional week of paid leave between Christmas and New Year for all non-teaching staff.

5. Submission of applications

Applicants must forward a covering letter addressing the selection criteria and CV by no later than 4.00pm, Monday 23 September 2019.

EMAIL to: vacancies@wmac.com.au

POST to:
Mrs Janelle Lecinski
Deputy Principal
West Moreton Anglican College
Locked Bag 8004
IPSWICH QLD 4305

All applications will be treated in the strictest confidence.
Student Protection
Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position: Leader of Learning – SOSE
Location: SOSE Department
Reports to: Deputy Principal
Classification: The Queensland Anglican Schools Enterprise Agreement – PAR Position (Level 6) (to be reviewed annually)

2. Position Summary

The Leader of Learning - SOSE provides leadership and is accountable for the efficient and effective management of the SOSE Department within the College.

The Leader of Learning - SOSE will work to achieve strategic outcomes in accordance with the College’s Strategic Plan; exercise responsibility for and manage processes designed to improve the educational outcomes of the students within the Department; exercise responsibility for and manage human, financial and physical resources within the Department in order to meet the educational and organisational objectives of the College; contribute to the development and implementation of whole College policies, curriculum and, where relevant, pastoral programs and procedures.

The duties and responsibilities of the Leader of Learning are to be carried out in accordance with:

- The College’s Strategic Plan;
- College policies and procedures;
- Current QCAA policies and guidelines where relevant;
- Guidelines and policies developed by the Anglican Schools Office and West Moreton Anglican College;
- Negotiated industrial agreements; and
- Relevant legislation.

3. Positions of Added Responsibility

It is appropriate that there be some definition of expectation for those who choose to pursue leadership as a career through positions of added responsibility so that they can make a considered decision about their preferred pathway and subsequent remuneration.

Each school has its own position description for their PARs which reflects school context and requirements. A PAR allowance is paid in recognition of increased responsibilities, accountability and duties. The allowance recognises that some of the work is completed in the 1230 hours (hence the time allocation of the PAR allowance); other responsibilities sit outside the 1230 hours and the money allocation recognises this as well as the increased responsibility. The time (in 45 minute blocks) is given to assist with the effective management of the role.
To be an effective leader (those receiving PAR allowance) are required to have a degree of flexibility in working hours as they oversee the work of others, meet organisational requirements, remain up-to-date and forward thinking in their area of leadership and management, and model quality teaching and learning practices. The PAR pathway is a choice. The work of the PAR cannot be limited to the 1230 hours.

4. Key Responsibilities

- Be accountable for the personal safety and wellbeing of staff and students within the Department, develop an understanding of risk minimisation.
- Achieve strategic outcomes in accordance with the College’s Strategic Plan.
- Manage processes designed to improve the educational outcomes of students within the designated curriculum area.
- Exercise responsibility for and manage human, financial and physical resources within the Department in order to meet the educational and organisational objectives of the College.
- Contribute to the development and implementation of whole school policies, curriculum work programs and procedures.
- Ensure that all administrative procedures and deadlines associated with the delivery of curriculum and the efficient running of the College are adhered to, including overseeing all aspects of academic reporting within the Department.
- Ensure that all processes within the Department to do with external agencies, including QCAA monitoring and verification (2019 only) and endorsement and confirmation (2019 on), are effectively managed.
- Undertake classroom teaching and associated activities as directed.
- In consultation with the Director of Curriculum, interrogate high stakes data and use findings to design and implement learning experiences that maximise student and cohort performance outcomes.
- Attend committees / meetings as required eg Curriculum Meetings, Departmental Meetings, Core HODs Meetings.
- Actively contribute to the Outdoor Education Program through annual attendance at a camp.
- Develop and promote a unified team culture within the Department through inclusive communication and regular team meetings.
- Coach assigned department staff members through the Professional Engagement Program (PEP) process and conduct 2 x annual review conversations with each team member annually.
- Lead department staff by modelling DoL pedagogy and embedding its elements into curriculum.
- Ensure Unit Plans are written and available on NEST. Ensure teaching staff are utilising NEST – Year 10 and 11 (2019), other years (2020 on).
- Utilise and maintain Unit Planner as the central repository for curricular planning and resources.
- With other Leaders of Learning, lead in the delivery of the College’s Literacy and Numeracy strategy.
- Other key responsibilities appropriate to the banding of the position as determined by the Manager of the role.

5. Organisational Relationships / Extent of Authority

Your immediate supervisor: Deputy Principal
Positions reporting to you: Social Science Teaching Staff

Extent of Authority:
To operate departmental expenditure within budget.
No authority to make or release media statements.
6. Knowledge, Skills, and Experience

Skills / Knowledge

Essential:
- Commitment to the Anglican ethos of the College.
- Extensive classroom teaching experience at Middle and Senior School levels, including the implementation of effective teaching and learning strategies.
- Knowledge and understanding of the Queensland school-based moderated assessment system, including moderation and verification procedures.
- Knowledge of the Australian Curriculum in SOSE F-10, including the General Capabilities and Cross-Curriculum Priorities.
- Knowledge of Queensland P-10 Syllabus documents.
- Knowledge of QCAA syllabus requirements for Years 11 and 12.
- Knowledge of AQTF requirements for VET subjects.
- Knowledge of QCAA requirements in terms of QCE and QCIA.
- Demonstrated high level organisational ability.
- Demonstrated ability to work independently.
- Demonstrated ability to work effectively within teams.
- Demonstrated ability to lead and manage a team to achieve identified outcomes and superior performance.
- Demonstrated ability to establish and maintain positive, effective working relationship with students, staff, parents and other community members.
- Demonstrated ability to develop and/or implement policy and programs within the Social Science area.
- Demonstrated proficiency in written and oral communication for a range of specific purposes and audiences.
- Demonstrated ability to plan, coordinate resources, set priorities and achieve outcomes.
- Demonstrated proficiency in the use of Information and Communication Technologies in pedagogical practice.

Desirable:
- Experience and/or knowledge of the Dimensions of Learning teaching and learning and/or Classroom Instruction that Works (CITW) teaching and learning frameworks.
- Active contribution to the Extra-Curricular Activities Program, especially those related to Social Science.

7. Technical / Professional Qualifications

- Must be registered or eligible for registration in Queensland as a teacher.
- Appropriate tertiary degree(s) and teaching qualifications.

8. General Terms

- Comply with all requirements of the Anglican Church Southern Queensland Policy and Procedures Manual - Safeguarding Our Students.
- Comply with requirements of Queensland Workplace Health and Safety (WH&S) Legislation and related WH&S responsibilities and procedures within West Moreton Anglican College.
- Take full responsibility for compliance with all WestMAC policies, procedures and risk management strategies.
- Compliance with the Staff Code of Conduct.
- Actively participate in the College’s Professional Engagement Program (PEP) and adopt a growth mindset to associated activities, pedagogical development and professional learning.
• The nature of teaching necessitates that the successful applicant may be required to be present on the campus before and beyond the regular nominated hours of duty. As such, this position also has an after-hours component.

• All employees recognise and accept that multi skilling is an essential component of the College and may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.