

POSITION DESCRIPTION

Leader of Learning

DESCRIPTION

The aim of Trades Norwest Anglican Senior College is to provide a place where young people can start to reach their potential in their chosen career area. The College is a member of the Anglican School Corporation and caters for students in Year 10 to Year 12. Our mission is to offer innovative, high quality education and to communicate the Gospel of Jesus Christ to students, staff, parents and the wider community. The inclusive learning environment promotes optimism, respect and ownership within and for our culture. The core values of the College revolve around a vision that we need to provide a place where every child matters and where they can commence building the right foundation for their future.

We accomplish this through high quality teaching, positive encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to achievement and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

The role of Leader of Learning reports to the Principal and has a key role in the ensuring the assigned duties are executed to a high standard so as to add value to the academic, pastoral and spiritual life of the College.

OVERVIEW

Provide leadership / oversight of the following areas:

- Active support of the College's Ethos and execute on the Strategic Intent.
- Curriculum and Teaching.
- Academic care of students.
- Work Health and Safety.

This executive role is a teaching role and the incumbent is expected to model 'best practice' curriculum delivery, foster the use and implementation of new technologies and maximise the learning outcomes of each student by holistically addressing their individual intellectual, emotional and physical abilities.

ROLE RESPONSIBILITIES

College Ethos and Strategic Intent

- Support the ethos and policies of the College through collegial membership of the College Executive, public leadership and individual professional practice.
- Active involvement in the College Strategic Planning processes.
- Ensure the vision for the College is clearly articulated, shared, understood and acted upon by all.
- Work within the College community to translate the vision into agreed objectives and operational plans which will promote and sustain College improvement.

Curriculum & Teaching

- Oversee the implementation of NESA syllabus requirements within the framework of the aims of education at Trades Norwest Anglican Senior College.
- Manage NESA processes and compliance including entries for VET competencies and work placement hours and samples of work.
- Oversee the College Timetable.
- Manage the curriculum development, improvement and implementation of all programs.
- Ensure scope and sequences, programs and assessments are compliant with NESA requirements
- Oversee teaching and learning programs to ensure all staff are teaching programs appropriately, with particular reference to the following:
 - Content is being taught in a relevant and engaging way;
 - There is an appropriate integration of technology; and
 - Programs are designed to cater to a range of learning abilities and styles across the College.

- Liaise with external organisations, as required, on the development of curriculum programs.
- Manage testing programs including but not limited to Minimum Standards for Reading, Writing and Numeracy, LLN testing for Trades.
- Determine, monitor and evaluate classroom expectations.
- Develop effective working relationships with students in the assigned Mentor group.
- Utilise, where necessary, effective management of students using appropriate Restorative Practices.
- Lead staff in the best use of IT software and solutions and educational learning platforms and programs.
- Develop interesting and engaging lessons for students with a wide range of learning abilities and styles for assigned classes.

Academic Care of Students

- Ensure adequate awareness of subjects offered within the College community.
- Management of Reporting, Parent / Teacher evenings and Information evenings.
- Advice to parents and students on subject selection, effective study skills and possible careers related to their fields of study.
- Manage student eVET applications and studies with other TAFE colleges.
- Monitor student progress.
- Oversee the assessment program including handbooks and academic reporting.
- Support teachers with respect to students who present concerns of an academic nature and manage warning processes.
- Assist with new student induction.

Work Health and Safety

- Demonstrate active and visible leadership in WHS risk management including acquiring knowledge and keeping up-to-date with WHS matters.
- Understand the nature of College operations, the associated hazards and risks and oversee WHS compliance at the College.
- Include WHS as an agenda item of all management meetings, check progress towards achievement of past actions / incidents.
- Promptly address WHS issues brought to your attention in consultation with those involved or affected.

Other Duties

- Be actively supportive of and involved in the Christian Life of the College.
- Be available to staff, students and other members of the Trades Norwest Community.
- Positively contribute to and work as an effective team member collaborating with staff, employers and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm and energy.
- Maintain the documentation for NCCD reporting and approaches to differentiation.
- Complete any other assigned tasks as directed by the Principal.

ATTRIBUTES

The incumbent will possess the following qualifications and experience:

- Tertiary qualifications in Education (Teaching) in the applicable learning area and hold the appropriate NESA accreditation.

The incumbent will possess the following core competencies with the capacity to:

- Possess intellectual strength, professional integrity and a passion for education.
- Possess a detailed, in-depth subject knowledge and show a commitment to continue developing this.
- Show a commitment to pastoral care and a knowledge of the social and emotional issues which affect young people.
- Demonstrate ongoing enthusiasm, initiative and innovation.
- Possess excellent interpersonal and communication skills with the ability to communicate effectively with students, staff, parents and external organisations.
- Show a commitment to their own ongoing professional learning
- Possess organisational and management skills.
- Demonstrate approachability and flexibility.
- Actively support the Christian teaching and ethos of the College.

SPECIFIC INFORMATION

- All staff are supplied with laptops computers and are expected to be competent in computer skills.
- You will have other duties such as staff meetings, co- curricular activities and taking part in the College community activities. You will also be involved in the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside the normal classroom teaching hours.

APPLICATIONS

Your letter of application and curriculum vitae should include the following:

- Summary of your academic record.
- Certified copies of university qualifications and teaching certificate/s.
- Work experience, including current and previous teaching experience.
- The names, positions, telephone numbers and addresses (including email if applicable) of at least two referees, one of whom will be your current Church minister.
- Your Working With Children Check Number and your date of birth (for verification purposes).
- Involvement and abilities in sport, the arts or other fields of interest.
- Any other information that may assist us in assessing your suitability for an interview and appointment.

Closing Date for Applications:

Wednesday, 12 December 2018

Applications to be sent to the:

Principal, Trades Norwest Anglican Senior College
PO Box 305
STANHOPE GARDENS NSW 2768

T: (02) 8008 1300

E: employment@tradesnorwest.nsw.edu.au

NOTE: Employment screening of successful applicants will apply including verification of the Working With Children Check before interview. Trades Norwest Anglican Senior College is an equal opportunity employer and a school within The Anglican Schools Corporation.