



## JOB DESCRIPTION & PERSON SPECIFICATION

### Director of Junior School Teaching and Learning

<b>College Department:</b>	Teaching
<b>Position Title:</b>	Director of Junior School Teaching and Learning
<b>Report To:</b>	Head of Junior School
<b>Position Classification:</b>	10 Leadership Points
<b>Tenure:</b>	Three-year initial contract, 1.0 FTE
<b>Time Allowance:</b>	Leadership: 1.00 FTE

### MISSION STATEMENT

St Martins Lutheran College is a vibrant learning environment, challenging each student to strive for excellence in a caring Christian environment.

## JOB DESCRIPTION

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### 1. Position Summary

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The Director of Junior School Teaching and Learning is responsible to the Principal for all matters related to curriculum planning and implementation, raising student achievement, and improving quality teaching and learning across the Junior School consistent with the College's Strategic Plan, Vision, Mission and Values. The Director of Junior School Teaching and Learning is a member of the College's Senior Management Team and as such holds part of the strategic responsibility for achieving the College's vision to build a vibrant learning environment, which challenges each student to strive for excellence. The position reports to the Head of Junior School, works closely with the Head of Teaching and Learning, and ultimately reports to the Principal.

The Director of Junior School Teaching and Learning works very closely with the Head of Junior School, the Head Teaching and Learning, the Junior School Learning Enrichment Coordinator, and Junior School class teachers to ensure that teaching practices have the most positive impact on learning and students are achieving to their potential.

The Director of Junior School Teaching and Learning also works closely with the Head of Junior School and the Director of Ministry to ensure that there are strong links between Teaching and Learning, Pastoral Care, and Ministry. In addition, they work closely with the Director of School Performance and Staff Development, to ensure teaching staff are engaged in regular professional growth activities.

As a senior position in the College the Director of Junior School Teaching and Learning has responsibility for contributing to the overall wellbeing and education of all students in the care of the College and ensuring that the College achieves its Mission.

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### 2. Reporting and Working Relationships

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- 2.1 Reports to the Head of Junior School and then to the Principal
- 2.2 Works very closely with the Head of Teaching and Learning
- 2.3 Convenes Junior School Teaching and Learning meetings together with the Head of Junior School
- 2.4 Member of the College Senior Management Team
- 2.5 Liaises with members of the College Executive Team as appropriate

- 2.6 Line Manager for the Whole School Librarian and the respective Junior School Coordinators for Music, PE & Sport, and Christian Studies

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### **3. Key Responsibilities**

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- 3.1 Leadership of the College as a member of the College Senior Management Team
- 3.2 Shared responsibility for the development, implementation and review of the College's Strategic Plan
- 3.3 Leadership of teaching and learning in the Junior School
- 3.4 Oversight of Junior School curriculum, course documentation and counselling
- 3.5 Oversight of all communication relating to Junior School teaching and learning
- 3.6 Leadership and oversight of Junior School assessment and reporting together with the Head of Junior School
- 3.7 Shared responsibility for Junior School staffing

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### **4. Specific Responsibilities**

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#### **4.1 Leadership of the College as a member of the College Senior Management Team**

- 4.1.1 Lead and develop the ethos of the College by living out the values of the school on a daily basis
- 4.1.2 Develop and maintain a culture of high expectations for self and others
- 4.1.3 Build a positive and collaborative learning culture within the school community
- 4.1.4 Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College
- 4.1.5 Produce and implement clear, evidence based, improvement plans and policies that promote and sustain school improvement
- 4.1.6 Be an active and visible presence in the College community
- 4.1.7 Contribute to the overall leadership, policy and decision-making of the College by being well informed about College life and working effectively with all members of the College community
- 4.1.8 Ensure all policies relating to the portfolio are kept up to date and are considered best-practice
- 4.1.9 Acknowledge the responsibilities and achievements of individuals and teams
- 4.1.10 Contribute to the development of quality assurance review strategies
- 4.1.11 Complete a variety of tasks that are shared by the Senior Management Team
- 4.1.12 Demonstrate ongoing engagement in professional learning

#### **4.2 Leadership of teaching and learning in the Junior School**

- 4.2.1 Articulate the College's vision and direction for teaching and learning in the Junior School to the College Community
- 4.2.2 Develop a culture of improvement in teaching and learning by placing learning at the centre of strategic and operational planning

- 4.2.3 Ensure all Junior School teaching staff are kept informed of contemporary evidence-based pedagogies and lead teaching staff in their development of priority areas
- 4.2.4 In partnership with the Head of Teaching and Learning, lead the development and implementation of a whole school pedagogical framework for the College. Keep abreast of emerging trends in education and assess their value for our students within the implemented framework
- 4.2.5 Work closely with the Head of Teaching and Learning to develop strategies to link Junior School programmes with those in the Middle and Senior Schools
- 4.2.6 Lead key areas in teaching and learning across the Junior School, including Literacy and Numeracy
- 4.2.7 Develop and implement a curriculum framework which maps the students learning journey from Foundation to Year 6 at the College
- 4.2.8 Ensure that the Junior School curriculum is challenging, engaging and flexible, and that it is supported by creative and responsive teaching and effective learning environments
- 4.2.9 Working with the Director of School Performance, monitor student outcomes (academic, engagement and wellbeing) to determine Junior School priority areas relating to teaching and learning
- 4.2.10 Implement effective learning and assessment frameworks that use data, benchmarks and observation to monitor student progress
- 4.2.11 Promote good student performance and challenge underperformance by promoting effective teacher intervention, corrective action and follow-up
- 4.2.12 Develop close working relationships with Junior School Coordinators and the Whole School Librarian, to support them in planning and implementing appropriate teaching and learning initiatives
- 4.2.13 Work with Curriculum Coordinators to continuously evaluate the curriculum for improved quality, balance and relevance
- 4.2.14 Oversee the planning and running of external exams/tests for Foundation to Year 6 students, such as NAPLAN and ACER
- 4.2.15 Lead the Junior School Teaching and Learning Team
- 4.2.16 Liaise with the Director of E-Learning regarding the development and implementation of technological initiatives related to teaching and learning in the Junior School. Ensure students are equipped with the skills that will enable them to engage successfully and become life-long learners
- 4.2.17 Promote the development of research skills to ensure that students develop the ability to enquire

### **4.3 Oversight of Junior School curriculum documentation**

- 4.3.1 Oversee the production and publication of curriculum booklets
- 4.3.2 Work with Junior School Class Teachers and Curriculum Coordinators in establishing learning area goals, curriculum implementation, and pedagogy

4.3.3 In consultation with the Head of Junior School, organise and conduct information sessions for parents regarding Junior School curriculum and pedagogy as appropriate

4.3.4 Be available for consultation with staff and parents

#### **4.4 Oversight of all communication relating to Junior School teaching and learning**

4.4.1 Keep the College Executive / Senior Management Team informed of emerging Junior School education trends, including technology futures

4.4.2 Contribute to the organisation and dissemination of curriculum related information to the Junior School community

4.4.3 Communicate initiatives to staff ensuring they are aware of emerging education trends and ICT developments and the possible implications for their work practices

4.4.4 In consultation with Curriculum Coordinators respond to issues and concerns raised by parents and staff relating to curriculum, teaching and learning

4.4.5 Attend Junior School Pastoral Care Team meetings

4.4.6 Meet regularly with Junior School teachers to review student progress and ensure students are provided the best opportunities for success

#### **4.5 Leadership and oversight of all Junior School assessment and reporting**

4.5.1 Work with Class Teachers and Curriculum Coordinators to establish clear assessment strategies

4.5.2 Liaise with the Head of Junior School and College Executive on assessment and reporting procedures

4.5.3 Monitor the learning outcomes of all students based on reports from Class Teachers and Curriculum Coordinators

4.5.4 Monitor reporting and assessment procedures (including technological management), ensure teacher accountability and effective communication are maintained

4.5.5 Monitor Junior School curriculum requirements to ensure they are appropriately met

#### **4.6 Shared responsibility for Junior School staffing**

4.6.1 Assist the Head of Junior School in the development of the annual Junior School staffing plan and with day to day staffing of the Junior School

4.6.2 Liaise with the Director of Teaching and Learning and the Director of Staff Development to assist in the continuing professional learning of staff where related to teaching and learning

4.6.3 Oversee Appraisal (including goal setting and annual reviews) for Junior School Class Teachers and Curriculum Coordinators, and the College Librarian

# PERSON SPECIFICATION

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## 1. Educational/Vocational Qualifications

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### 1.1 The Director of Junior School Teaching and Learning will:

- 1.1.1 Have completed or be willing to complete post graduate studies in educational leadership, learning, curriculum design, theology or similar
- 1.1.2 Have a sound understanding of the principles of Lutheran education and a willingness to support them
- 1.1.3 Hold or be able to obtain Teacher Registration with the Teacher Registration Board of South Australia
- 1.1.4 Hold current First Aid Certification

## 2. Personal Skills, Abilities and Aptitude

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### 2.1 The Director of Junior School Teaching and Learning will demonstrate:

- 2.1.1 A personal commitment to the College's Vision, Mission and values underpinning the delivery of a Christian education to students in the College
- 2.1.2 An approach that is Inclusive and celebrates the diversity of the student population

### 2.2 Skills

- 2.2.1 Demonstrated high level skills in establishing effective working relationships with staff, students and parents
- 2.2.2 Demonstrated effective leadership skills in administration, interpersonal relations, planning and programming
- 2.2.3 Demonstrated high level skills in people management
- 2.2.4 Demonstrated high level organisation skills
- 2.2.5 Demonstrated high level skills in the use of information technology relevant to teaching, learning and school management
- 2.2.6 Demonstrated high level oral and written communication skills

### Abilities

- 2.2.7 Ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students
- 2.2.8 Demonstrate Christian integrity in all things
- 2.2.9 Demonstrated ability to document, implement and monitor administrative procedures
- 2.2.10 Demonstrated ability to work within a team initiating and managing change, developing, establishing, implementing and monitoring learning and curriculum
- 2.2.11 Demonstrated ability to provide feedback to team members about the achievement of goals
- 2.2.12 Ability to make decisions and have the conviction to uphold them
- 2.2.13 Ability to promote positive staff morale and a team ethic
- 2.2.14 Ability to plan and work collaboratively with colleagues

2.2.15 High levels of initiative and responsibility

### **2.3 Aptitude**

2.3.1 A demonstrated capacity to inspire and enthuse others and to accept feedback from others in respect to the effectiveness of one's endeavours

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## **3. Experience**

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- 3.1 Demonstrated organisational and educational leadership and a record of success in achieving agreed goals in collaboration with others
- 3.2 Demonstrated success in developing and implementing Junior School curriculum and achieving objectives through structured planning processes
- 3.3 Demonstrated success in modelling and promoting effective teaching, learning and assessment practices within a Junior School context
- 3.4 Demonstrated success in the appropriate application of ICTs

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## **4. Knowledge**

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- 4.1 A thorough understanding of current and emerging educational trends and their implications for schools
- 4.2 A thorough understanding of contemporary pedagogy and the capacity to improve learning outcomes for Junior School Students
- 4.3 A thorough understanding of the learning needs and contemporary educational environment of Junior School students
- 4.4 A thorough understanding of Australian Curriculum and assessment practices and procedures (or a capacity to develop such an understanding in a short time)
- 4.5 An understanding of relevant ICTs and their applications for effective student learning
- 4.6 An understanding of current organisational, WH&S and management practices appropriate to the position
- 4.7 An understanding of contemporary culture and how it impacts on the spiritual lives of students and staff
- 4.8 knowledge of, and a commitment to, the use of Restorative Justice practices

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## **5. General Conditions**

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### **5.1 The Director of Junior School Teaching and Learning must:**

- 5.1.1 Hold a current Working with Children Check (WWCC) prior to commencement of employment
- 5.1.2 Be prepared to complete Responding to Abuse and Neglect (RAN) training
- 5.1.3 Complete compulsory induction courses as necessary for the workplace generally and specifically for a Lutheran school
- 5.1.4 Become familiar with College's policies and adhere to policy guidelines including:
  - 5.1.4.1 WHS Policy
  - 5.1.4.2 Child Safe Policy
  - 5.1.4.3 Child Safe Code of Conduct
  - 5.1.4.4 Staff & Student professional Boundaries Policy

5.1.4.5 ICT Policy

- 5.1.5 Perform other duties as may be required from time-to-time by the Principal
- 5.1.6 Attend meetings as negotiated with, or directed by, the Principal
- 5.1.7 Uphold the specific character of the College as indicated in its Vision, Mission and Values
- 5.1.8 Cooperate fully with the Principal and other members of the staff and be sensitive to the contexts of the College

## APPROVAL

### Job Description & Person Specification Approved

Alan Connah

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Principal (Print Name)

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(Signature)

Date:

### Acknowledged by Person Selected

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(Print Name)

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(Signature)

Date: