



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Head of Teaching and Learning, Senior School

Responsible to

The Headmaster and the Deputy Headmaster/Head of Senior School, through the Director of Learning and Research

Context of the Role

The Head of Teaching and Learning, Senior School is a member of the Senior School Executive and, as such, is responsible (in partnership with other Executive members) for the development of curriculum related policy and practice aligned with the strategic direction of the School.

The Head of Teaching and Learning, Senior School is expected to be proactive in providing leadership and direction in all aspects of teaching and learning within the Senior School, including curriculum innovation and evaluation. The position will also develop and implement policies within the framework of the Victorian Curriculum and Assessment Authority (VCAA) guidelines, School guidelines and any other accrediting authorities and institutions associated with secondary studies at Years 9-12.

This position has a teaching load of 0.5FTE, which is regarded as a significant aspect of the role.

Key Internal Contacts

Director of Learning and Research	Deputy Headmaster/Head of Senior School	Senior School Curriculum Administrator
Heads of Faculty	VCE Coordinator	Director of Staff Development
Director of Student Development	Director of eLearning	Director of Careers Development
Heads of House	Head of Enrichment and Extension	Director of Sport

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Curriculum

- Leadership of sustainable and considered curriculum change within the Senior School
- Leadership of the Senior School Curriculum Board
- Lead, develop and manage the professional learning of staff in the Senior School, in consultation with key staff
- Coordination of the Growth, Review and Development (GRaD) framework, the internal means by which staff develop
- Assist the Director of Learning and Research as required, in particular with advice regarding curriculum policies and processes
- Develop and collaborate in strategic curriculum initiatives that may encompass the whole school
- Review VCE results on an annual basis, in consultation with VCE Coordinator and Heads of Faculty and make subsequent recommendations to the Deputy Headmaster/Head of Senior School and the Director of Learning and Research
- Establish principles and policies for curriculum planning and evaluation that meet the School values as articulated in the School Vision Statement
- Coordinate the annual review and updating of curriculum programmes in the Senior School
- Manage assessment and reporting processes, including the scheduling, collection, entry and checking of all school assessments and reports and the preparation of the Assessment and Reporting Handbook (or online equivalent) and the academic calendar



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

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- Manage special arrangement procedures for Years 9-11 internal examinations (to mesh with Victorian Certificate of Education (VCE) guidelines), in consultation with the Head of Learning Strategies and the VCE Coordinator
- Coordinate extension opportunities, including those offered through tertiary institutions, in consultation with the Head of Extension & Enrichment
- Organise Years 9 and 10 Information Evenings for parents and students
- Organise Years 9-12 Parent Teacher Evenings
- Manage production of the Years 9 and 10 Curriculum Handbook (or online equivalent)
- Attend appropriate Australian Curriculum and Reporting Authority (ACARA) and VCAA information sessions and distribute ACARA and VCAA information and materials to staff, parents and students relating to State and National Curriculum Developments and the National Assessment Programme in Literacy and Numeracy (NAPLAN)
- Lead and coordinate the implementation of Australian Curriculum requirements as they apply to Years 9 and 10.
- Represent Senior School Curriculum at the Cross Campus Curriculum Committee
- Represent Senior School Curriculum at the Educational Services Committee
- Assist with end-of-semester examinations (June & November)
- Other duties, as appropriate to the position.

Subject Teacher

- Prepare for and conduct subject classes as scheduled
- Organise class materials to facilitate motivation, enjoyment and learning for each student in the class
- Utilise appropriate technology in the teaching and learning of subject, including use of student notebook computers and electronic devices
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the department, including the visible thinking routines from Harvard Project Zero
- Take part in regular cross faculty observation teams
- Contribute to curriculum development within the department, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on individual students' progress
- Implement strategies for getting to know and following the progress of each student in a House tutorial group
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Undertake school-related duties such as staff meetings, Parent Teacher Student Evenings, events, excursions and the like
- Maintain adherence with school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.

Risk Management, Health and Safety

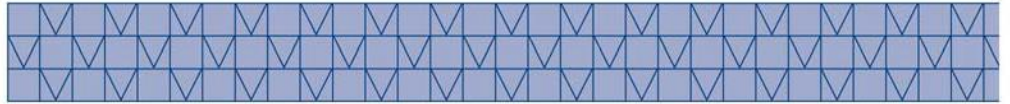
- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues.

Knowledge, Skills & Qualifications

- Ability/capacity to inspire staff and manage Senior School programmes
- Demonstrate the ability to initiate, champion and manage change and/or innovation within the School
- Ability to shape a narrative framework and language around the teaching and learning at Senior School
- Ability/capacity to develop curriculum documentation.
- Ability/capacity to effectively manage multiple, diverse tasks simultaneously
- Ability to take the lead in building teacher expertise, sharing teacher learning and celebrating student success
- Experience in teaching at a senior level and a passion for education
- Listening skills, and the capacity to build rapport and authentic relationships with staff
- Experience in teaching a Years 11 and 12 subject, together with an exceptional background in teaching at a senior level
- Excellent communication and presentation skills when dealing with staff, parents and students



MELBOURNE
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AN ANGLICAN SCHOOL



Job Description

- Willingness, ability and skills to contribute to co-curricular activities
- Well-developed time management and organisational skills
- Capacity to develop appropriate administrative processes and ensure they are followed within the School
- Tertiary degree, in addition to relevant post graduate qualifications
- VIT registration, or eligibility for VIT registration, is essential.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.