



DIRECTOR OF TEACHING & LEARNING



position description

2023



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[School Prospectus](#)

Position Description

Director of Teaching & Learning

1. FTE

FTE: 1.0 Negotiable (0.6 FTE for Teaching and Learning POR + negotiable 0.4 FTE teaching load)

2. Purpose of Position

The Director of Teaching & Learning will take the lead in all aspects of teaching and learning, ensuring long-term academic excellence, enhancement of teaching and learning practices and overall growth of the school. The Director of Teaching & Learning will work closely with the Principal, enabling the Board to adhere to the School's strategic priorities in ensuring stability, sustainability and compliance.

The Director of Teaching & Learning is part of the school Executive and will work with several key staff and committees.

3. Reporting Relationships

3.1. Reports to the Principal.

3.2. Line Manager to:

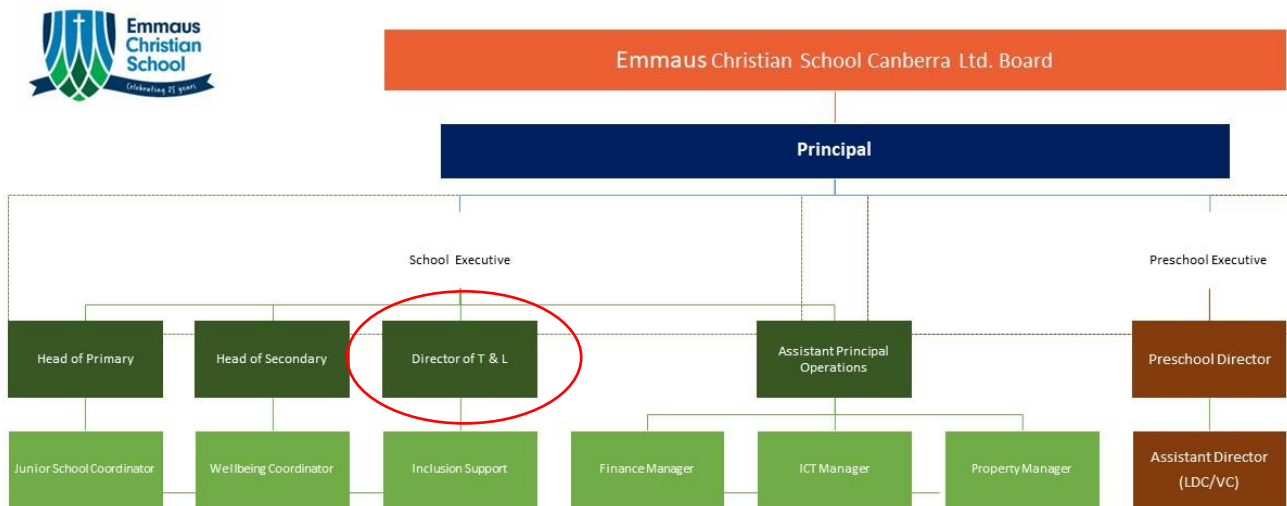
- Inclusion Support Coordinator

3.3. Other key (non-reporting) relationships:

- Assistant Principal Operations (APO)
- Preschool Director
- Heads of School (Primary and Secondary)
- Finance Manager
- ICT Manager
- Property Manager
- Student Wellbeing Coordinator

4. School Structure

Emmaus Organisational Diagram



5. Key Responsibilities

5.1. Demonstrated commitment to:

- A faithful walk with the Lord Jesus Christ and an evangelical Christian church membership.
- The school's vision, core values and strategic priorities.
- A growing understanding of the place of education, teaching and learning within a Biblical view of the world.
- Setting an example to students, staff, and parents/carers in matters of faith and conduct.

5.2. Specific Responsibilities:

- Oversee Staff Performance and Development Process
- Timetabling
- Ensure TQI-Compliance
- Co-responsible with Principal for school's registration with Education Directorate.
- Lead and oversee all curriculum development.
- Oversee the professional learning budget.
- Management of teaching professional staff learning
- Manage general staff meetings.

- Manage any indigenous immersion and overseas trips.
- Co-manage staff performance & development with the principal.

5.3. Other Duties and Responsibilities

- Additional tasks requested by the principal within the scope of the role are fulfilled accurately and in the time frames requested.
- As part of the school Executive, attend all school events, staff meetings, devotions, prayer meetings and other School functions as directed by the principal.
- The Director of Teaching & Learning will be a member of the following teams and committees:
 - School Executive
 - Teaching and Learning Teams
 - RAP Team

4. Support for School

- Providing support to the Board through the Principal.
- Contributing to the strategic direction of the School.
- Attend meetings where required.
- Working collaboratively within the Executive.
- Display skill and compassion in dealing with staff in matters of concern.
- Support staff in their effort to implement teaching and learning programs.
- Display a spirit of hospitality and welcome within the School.

5. Agreement

- This position description is intended to describe the general nature and responsibility of work in this job and is not an exhaustive list of all duties required.
- Employees will also be required to follow any other job-related instructions and School policies and to perform other job-related duties requested by the principal to support the school's compliance with legislative obligations.
- The Line Manager may, in consultation with the employee, temporarily vary the position's responsibilities as required but within the skills and responsibility levels appropriate to the situation.
- This position will undergo a biannual performance review.

6. Selection Criteria

- Applicants are required to address the following selection criteria and provide examples that demonstrate their ability to perform the duties of a Director of Teaching & Learning in a medium-sized independent school underpinned by a commitment to a Biblical Worldview.

8.1. Essential Criteria

- Regular attendance at a Christian Church and demonstrated faith and lifestyle



- commitment.
- An appropriate teaching degree.

- A Master of Education (Leadership)
or:
Working towards a Master of Education (course negotiable). This includes the commitment to enrol with the National Institute of Christian Education (NICE).
- Possess highly developed decision-making, analytical, strategic, problem solving, verbal and written skills.
- Have strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and manage competing tasks concurrently.
- Possess outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the organisation, internally and externally – underpinned by patience, active listening, and compassion.
- Ability to work cooperatively and collaboratively with team members, other teams and staff, including those from a non-financial background.
- Lead the Teaching and Learning team effectively, establishing solid relationships built on trust and confidence in their leader.

8.2. Desirable Criteria

- Possess strong knowledge of the independent education sector with previous experience in an independent school.
- Experience in performance management implementation
- Experience working in a P-10 school environment.

7. Remuneration and Conditions

- The position will commence with a probation period of 12 months.
- An appropriate remuneration package will be determined by the principal and discussed with the preferred candidate.
- Given the seniority of this role, the expectations are that the Director of Teaching & Learning will work the hours required to fulfil the position's requirements and be flexible in responding to additional needs, including out-of-hours meetings.
- The Director of Teaching & Learning will be supported in participation in and contribution to professional and industry associations.