

- Lead and model best practice in curriculum development and pedagogical change and initiate professional teaching and learning discussions with regard to those developments.

- Coordinate the annual curriculum documentation process to ensure the College fulfils all national, state and systemic requirements for the implementation and delivery of the approved curriculum.
- Lead the annual monitoring and review of the curriculum in terms of its relevance to the needs of the students.
- Work collaboratively to develop and implement strategies that use ICT to enhance and transform student learning.
- Provide insight approved improvements and providing input, feedback, and insights to inform strategic decision-making.
- Provide line management to POR staff, including designated Curriculum Leaders, to ensure the effective delivery of curriculum with a strong focus on effective student engagement and learning outcomes.
- Proactively case manage students who require additional support and monitor their progress to achieve successful learning outcomes.
- Review and implement modifications to the curriculum in consultation with teaching staff.
- Develop and implement processes to monitor the success of teaching and learning programs.
- Provide leadership and direction in the development of teaching and learning related budgets and approve requisitions placed through that process.
- Oversee and approve student excursions in collaboration with subject teachers, ensuring they are appropriately scheduled and aligned with the College calendar.
- Support the professional development of staff in curriculum design, pedagogical practice and effective teaching and learning practices through mentoring, coaching and in-class observations.
- Undertake appraisal process for teaching staff, as directed.
- Facilitate regular meetings with teaching staff, ensuring timely dissemination of information and collaborative planning.
- Support and uphold all College policies and procedures related to student welfare, attendance, behaviour, assessment submission and presentation, ensuring consistent implementation within the House.
- Contribute to the planning and execution of House and College events/activities such as assemblies, liturgies and celebrations.
- Actively participate in and lead campus activities/events, staff/team/committee meetings, required training, professional development and professional reviews.

The House Director Teaching and Learning must have the ability to:

- Relate successfully to staff, students and parents in a manner that is responsive to their particular needs
- Communicate clearly and effectively with students, staff, parents and members of the wider community
- Work effectively with the Principal, the College Leadership Team and staff for the benefit of all students
- Work effectively in a busy, dynamic and changing working environment

The House Director Teaching and Learning must have skills in:

- Leadership and development of curriculum initiatives to meet the needs of students
- Conflict resolution, problem solving and leadership
- Leading staff in the College responsible for the effective outcomes of students

The House Director Teaching and Learning must have knowledge of:

- Relevant issues affecting contemporary curriculum development
- Current pedagogical practices
- Social justice principles and practices
- Legal obligations and confidentiality requirements

Person Specification

- Actively and positively uphold and contribute to the culture and Salesian and Catholic ethos of the College.
- A demonstrated interest in curriculum development and commitment to continuous improvements in teaching and learning.
- Demonstrated skills, knowledge and experience relevant to the role requirements.
- Highly developed interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times.
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes.
- Highly developed planning and organisational skills and accountability to effectively prioritise workload and deliver required outcomes on time.
- Experienced in exercising significant and independent professional judgement based on extensive experience and an advanced level of expertise.
- Be self-directed and utilise initiative and judgement to fulfil role requirements.
- Excellent organisational skills with ability to problem solve and ensure required timelines are met.
- Excellent ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively.
- Demonstrate an active commitment to ongoing professional learning and timely completion of required training and participate in school activities and professional (and other) reviews, as applicable.
- Maintain high levels of confidentiality at all times.

Desirable Requirements

- Post-graduate qualifications in Education.

Role Requirements

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.