

- Applying the Salesian ethos in relations with staff, students and parents/guardians
- Providing effective leadership that reflects the values of the College
- Applying the Salesian ethos in relationships with all members of the College community

Teaching and Learning

- Lead and model best practice in curriculum development and pedagogical change and initiate professional teaching and learning discussions with regard to those developments.
- Contribute to the annual curriculum documentation process and support staff within the House to meet College, national, state and systemic curriculum documentation requirements.
- Support the Assistant Head of Campus, Teaching and Learning to monitor and review curriculum in terms of its relevance to the needs of the students and implement modifications to curriculum in consultation with teacher and leadership staff.
- Support the implementation of College digital learning initiatives and promote innovative teaching practices that incorporate appropriate digital technologies that enhance student learning.
- Provide leadership insights and feedback on student, staff and House outcomes to inform continuous improvement initiatives and 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.
- Develop and implement processes to monitor the success of teaching and learning programs.
- Provide input into teaching and learning budget priorities and approve expenditure requests in accordance with College procedures.
- Work collaboratively with the House Director – Pastoral Care and subject teachers to review and endorse excursions, ensuring they are documented in accordance with College procedures, appropriately scheduled, and published on 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.
- Support the Head of Campus to undertake performance and development reviews for teaching staff, as directed.
- Facilitate regular meetings with teaching staff, ensuring timely dissemination of information and collaborative planning.
- Coordinate subject selection and subject counselling processes, providing guidance to students and families regarding educational pathways, using data to inform these discussions.
- Contribute to the effective administration of subject selections, supporting informed decision-making by students and families.
- Contribute to the review and development of policies and procedures relevant to teaching, learning and student achievement, as appropriate.
- Monitor and review student engagement and academic performance data, using insights to inform decision-making and support improved learning outcomes and student success within the House.
- Actively participate and support the planning and delivery of Information Nights and related events.
- Oversight of student engagement and results.
- Monitor student engagement, academic progress and achievement within the House, working collaboratively with staff to implement appropriate support and extension strategies.

- Work collaboratively with the House Director – Pastoral Care to uphold College policies and procedures relating to student welfare, attendance, behaviour, assessment submission and presentation, fostering a culture of high expectations and accountability.
- Contribute to the planning and execution of House and College events/activities such as assemblies, campus liturgies, celebrations and significant student milestone experiences (e.g. Formal, Graduation).
- Actively participate in and lead campus activities/events, staff/team/committee meetings, required training, professional development and professional reviews.
- Undertake other duties as directed by the College Principal (or delegate).

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 Leadership 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 teaching and learning initiatives that enhance student achievement and educational outcomes.

The House Director Teaching and Learning must have knowledge of:

- Relevant issues affecting contemporary curriculum development and future directions.
- Current pedagogical practices.
- Social justice principles and practices.
- Legal obligations and confidentiality requirements.
- Catholic Education South Australia (CESA) teaching and learning priorities and support their implementation, in accordance with College direction and strategic priorities.

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.

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.