

## **LEADING TEACHER – OV, CURRICULUM, TEACHING AND LEARNING**

**CLASSIFICATION: LEADING TEACHER**

**START DATE: JANUARY 28, 2022**

**TENURE: 4 YEARS**

**REPORTS TO: OLYMPIC VILLAGE CAMPUS PRINCIPAL**

**RELEASE TIME PER FORTNIGHT: 10 PERIODS\***

### **RESPONSIBILITIES**

Leading teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary range. The role of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school. Typically, leading teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in others. Leading teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school's education program. Leading teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A leading teacher has a direct impact and influence on the achievement of the school goals. Leading teachers are usually responsible for the implementation of one or more priorities contained in the school strategic plan. Position responsibilities In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of the leading teachers may include but are not limited to:

- Support the implementation of the School Strategic Plan, the Annual Implementation Plan and curriculum initiatives
- leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities
- leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery
- leading and managing the provision of professional learning and developing individual and team performance and development plans for teaching staff within the priorities of the school
- leading and managing staff performance and development (review of staff)
- teaching demonstration lessons
- leading and managing the development of the school's assessment and reporting policies and practices
- leading and managing the implementation of the school operations and policies related to student wellbeing and behaviour
- leading the development of curriculum in a major learning area and participating in curriculum development in other areas
- responsibility for general discipline matters beyond the management of classroom teachers
- contributing to the overall leadership and management of the school
- contributing to the development of proposals for school council consideration

## ROLE

The Olympic Village Leading Teacher (LT) is primarily a Teaching, Learning, Curriculum and Operations role. The Olympic Village LT reports directly to the Campus Principal, but is ultimately responsible to the College Principal for their work and portfolios.

Area	Specific Responsibilities
School Leadership	<p>Promote the College's shared mission, vision and values.</p> <p>Contribute to the development of the College strategic plan and be responsible for setting and reaching targets related to student achievement in all domains.</p>
Teaching & Learning	<p>Work with the leadership team to implement the College Teaching and Learning Charter, agreed lesson models and a data driven instructional approach.</p> <p>Ensure that the guidance of the College Literacy Scope and Sequence is embedded in teaching, planning and instruction.</p> <p>Coach, model and work with coaches to support improvement in teacher practice.</p> <p>Oversee the work of:</p> <ul style="list-style-type: none"> <li>▪ Prep to Year 6 Classroom Teacher planning, assessment &amp; reporting</li> <li>▪ Prep to Year 6 Specialist Teacher planning, assessment &amp; reporting</li> <li>▪ Relevant Teacher and ES PDP plans</li> </ul> <p>Facilitate PLC / PET Action research with staff</p> <p>Liaise with College Reports Coordinator, ensuring that Olympic Village Student reports are published consistent with college guidelines and timeframes</p> <p>Administer the resources, budgets and booklists related to the curriculum program in Year Prep to 6. Supervise and support any other relevant budget managers.</p>
Community	<p>Oversee communication platforms including coordinating the weekly newsletter, Facebook page and Compass.</p>
Student Achievement	<p>Play a key role in the school review and accountability processes.</p> <p>Coordinate specific Literacy and Numeracy Initiatives as required. Eg. Premier's Reading Challenge.</p> <p>Coordinate resourcing of all school programs including classroom resources and Literacy and Numeracy .</p>
Program Implementation	<p>Coordinate the term and year calendars.</p> <p>Oversee the meeting schedule in line with the College calendar.</p> <p>Manage timetables and yard duty rosters.</p> <p>Oversee the CRT and specialist teacher programs.</p>

*\* please note, time release allocations are for planning purposes, and are indicative only at this stage. They will be negotiated in the context of workforce planning with the successful applicants.*