PREP - YEAR 6 TEACHING, LEARNING AND CURRICULUM LEADER

CLASSIFICATION: LEADING TEACHER

START DATE: JANUARY 28, 2022

TENURE: 4 YEARS

REPORTS TO: COLLEGE PRINCIPAL

RELEASE TIME PER FORTNIGHT: 10 PERIODS*

The **Prep - Year 6 Teaching, Learning and Curriculum (TLC) Leader** will report to the College Principal and liaise closely with the Year 7 – 12 Teaching, Learning and Curriculum Leader and their Olympic Village counter-part. This position will directly lead the work of staff across the college, including Teachers and Education Support staff in the Prep to Year 6 programs, report coordinator and Instructional Coaches. The position is based in the primary setting at the La Trobe campus.

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:

- 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 welfare and discipline
- 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
- developing and managing the school code of conduct.

SPECIFIC DUTIES

The role of the Prep – Year 6 Teaching, Learning and Curriculum Leader at the College will be to facilitate high level school improvement in the provision of education programs in the La Trobe Primary School. The role will be heavily correlated to the College's Literacy Plan.

- Promote the College's shared mission, vision and values.
- Contribute to the development of the College strategic plan and be responsible for setting and reaching targets related to student achievement in all domains.
- Support the implementation of the School Strategic Plan, the Annual Implementation Plan and curriculum initiatives
- Work with the leadership team to implement the College Teaching and Learning Charter, Shared Expectations, agreed lesson models and a data driven instructional approach.
- Ensure that the guidance of the College Literacy Scope and Sequence is embedded in teaching, planning and instruction.
- Coach, model and work with coaches to support improvement in teacher practice.
- Coordinate the Prep to Year 6 professional learning program and the primary coaching/observation program (shared expectations/quality teaching)
- Audit and develop curriculum, as well as assessment protocols and practices. Review and refine existing curriculum documentation and courses.
- Develop, coordinate and manage SEESAW as the supporting platform to the overall College LMS – COMPASS.
- Develop and implement a literacy plan for the La Trobe Primary School – in line with DET guidance and in partnership with the leadership team.
- Supervise and support the work of:
    - The Prep – Year 6 Numeracy Leader
    - Prep to Year 6 Classroom Teacher planning, assessment & reporting
    - Prep to Year 6 Specialist Teacher planning, assessment & reporting
    - Relevant Teacher and ES PDP plans
- With the 7 – 12 TLC Leader coordinate Professional Engagement Teams (PETs) – providing guidance and support and facilitating the sharing of team achievements
- Design, provision, evaluate and / or organise a professional development program related to subject specific professional development.
- Act as a chain of communication between the leadership team and PLC leaders and members.
- Administer the resources, budgets and booklists related to the curriculum program in Year Prep to 6. Supervise and support any other relevant budget managers.
- Coordinate, publish and implement the Primary Assessment Schedule (NAPLAN, PAT, VCE), liaising as appropriate with leaders at Olympic Village Campus.

* 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.