



Position Description

Head of Learning & Teaching

A True Education

Wesley College Melbourne, a school of the Uniting Church, established in 1866, is one of Australia's leading and most respected co-educational independent schools. With an enrolment of 3,400 students from ECLC to Year 12, it comprises three metropolitan campuses in Melbourne, at St Kilda Road, Glen Waverley and Elsternwick, outdoor education sites at Chum Creek, Mallana and Lochend, and Year 9 residential campus at Clunes.

Nature of the Role

The Head of Learning & Teaching has responsibility for the operational implementation of the strategic direction for learning on the campuses, in consultation with Heads of Campus and the Director of Learning. Key elements of this responsibility relate to the quality of teaching and learning on the campus, the management of curriculum on the campus, management of professional learning for all staff on the campus, mentoring of staff engaged in leadership of learning, and coordination of programs for new staff, student teachers and interns.

The role is a member of the College Teaching and Learning Committee and a member of Campus Executive. It reports to the respective Head of Campus, with a secondary reporting line to the Director of Learning. It holds budget responsibility for professional learning at the campus level, as well as a range of budgets regarding curriculum and learning. Curriculum Coordinators, Heads of Faculty, and Heads of Learning (and similar roles at Elsternwick) report directly to the Head of Learning & Teaching.

Main Responsibilities and Accountabilities

- Develop, implement and review curriculum strategies, plans and policies to ensure quality teaching and learning at the campus.
- Build collaboration and a sense of team within the Teaching and Learning Committee.
- Work closely with the College Director of Learning and other Head of Learning & Teaching to align curriculum programs across the College.
- Ensure the appropriateness and excellence of curriculum programs across the campuses.
- Work with relevant campus curriculum program leaders to oversee evaluation and accreditation processes with the IBO.
- Leadership and operational management of professional learning at the campus, including the design of the weekly program and College-wide programs.
- Planning, monitoring and meeting the campus learning budgets.
- In collaboration with the Professional Learning Coach, supervise the induction and mentoring of staff, student/pre-service teacher placements, and coaching/mentoring of teachers.
- Work with the Professional Learning Coach to develop middle leaders' capacity through targeted, coordinated programs.
- Work with the Professional Learning Coach to support provisionally registered teachers in achieving full registration with VIT.

- Oversee Lead Teachers' responsibilities, supervise Lead Initiatives, and ensure accountability to College goals and plans.
- Ensure that the College's programs for the effective appraisal of staff are effectively undertaken on the campuses.
- Assist with the recruitment of staff for PORs.
- Support the Head of Reporting & Assessment by liaising with campus leadership to support the efficient and timely roll-out of reporting and assessment processes at the campus.
- Keep up to date with current and emerging research in teaching and learning.
- Act as a lead practitioner for teaching and learning by setting the highest possible standards and being an excellent role model in teaching and learning.
- Collaborate with the DLP to facilitate excellent digital learning and practice.

Child Protection

Wesley College is committed to being a child safe environment, and we actively promote the safety and wellbeing of all students. All College staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The College's Child Protection Program, including the *Child Protection and Safety Policy*, and the *Child Safety Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the College;

All staff are expected to;

- Be familiar with the content of the College's Child Protection Program, including the *Child Protection & Safety Policy*, the *Child Safety Code of Conduct*, and with their legal obligations with respect to the reporting of child abuse.
- Be responsible for understanding and applying the College's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, and internal and external reporting obligations.
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's [Child Protection Officers](#) and/or with external agencies where required.
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care.
- Comply with the *Child Protection & Safety Policy*, and act in accordance with the *Child Safety Code of Conduct*.

Performance Indicators

- Quality of teaching and learning across the campus
- Excellence of academic results
- Alignment of curriculum across the College
- Staff satisfaction with professional learning programs
- Quality of support and advice to campuses on curriculum
- Budget performance

Position Requirements

- An experienced and highly skilled teacher with outstanding knowledge of professional learning principles and adult learning.
- The capability to inspire staff and initiate and manage change and/or innovation within the College and see change through to effective implementation.
- The ability to shape strategy and language around learning across a complex, multi-campus setting.
- The ability to promote and encourage best teaching practice and the professional learning of teachers.
- A highly committed relationship builder with the ability to provide effective, collaborative, dynamic, innovative and strategic leadership in teaching and learning.
- Excellent interpersonal, oral, and written communication skills.
- Highly developed organisational skills and the ability to manage multiple tasks and competing priorities.
- Capacity to develop appropriate administrative processes and ensure they are followed within the College.
- Tertiary degree, in addition to relevant post graduate qualifications.
- A current Victorian Institute of Teaching registration, or eligibility for VIT registration, (which incorporates Working With Children Check and National Police Checks) is an essential requirement for this role.
- A positive history of working with children, and experience in child-related work.
- A strong belief in child safety and protection, and a willingness to be actively engaged in the College's child safe culture.