

JOB DESCRIPTION

Position:	Director of Teaching and Learning (Junior School)
Appointed by:	The Principal
Report Directly to:	Head of Junior School
Commencing:	Term 2 2025 (or at a date to be negotiated)

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Director of Teaching and Learning Prep (Junior School) plays a critical role in fostering a vibrant learning environment that supports student growth and success. The Director of Teaching and Learning is instrumental in guiding academic excellence and nurturing the professional growth of teaching staff. This role focuses on creating a dynamic, inclusive, and high-performing educational environment that emphasises innovative curriculum planning, effective assessment strategies, and meaningful reporting processes.

As a member of the Leadership Team, the Director of Teaching and Learning will contribute to the Christian ministry of the School.

Key Responsibilities:**1. Program Development:**

- Lead the design, implementation and evaluation of engaging and differentiated learning programs
- Oversee the development of gifted and talented programs as well as learning support initiatives
- Foster innovation and creativity in curriculum planning to cater to a broad spectrum of learners
- Actively promote formation in the Christian faith and embed a Christian worldview in all K-6 teaching programs in collaboration with the Chaplaincy team
- Collaborate with grade and specialist teachers to ensure that all teaching and learning programs reflect an explicit approach to teaching and stay abreast of new, innovative offerings for students
- Ensure co-curricular programs complement and enrich classroom learning experiences
- Check school excursions, incursions and events are aligned with NESAs outcomes for final approval by the Head of Junior School (HOJS)
- Model best practice by teaching with a teaching load as determined by the operational needs of the School (approx. 0.4 load).

2. Syllabus Knowledge:

- Maintain an exemplary understanding of current NESAs K-6 syllabi and Australian curricula, including updates and changes
- Provide guidance and support to teaching staff in interpreting and implementing syllabus requirements
- Ensure alignment between curriculum delivery and educational standards.

3. Assessments Creation and Moderation:

- Develop and oversee a comprehensive assessment strategy to measure student learning and achievement
- Lead the creation of formative and summative assessment tasks that align with curriculum outcomes
- Coordinate moderation processes to ensure consistency and fairness in student assessments
- Regularly review assessment data to inform teaching strategies and improve student outcomes
- Oversee external examinations and assessments (NAPLAN, ICAS, etc)
- Lead data analysis of all assessment forms and design responsive curriculum to improve student growth.

4. Reporting Process:

- Manage and support the development of effective and meaningful reporting systems
- Ensure student reports provide clear, accurate and constructive feedback for parents and caregivers
- Guide staff in maintaining high-quality documentation and communication regarding student progress
- Support the use of digital tools to streamline the reporting process
- Oversee the Junior School reporting process as a complete representation of the teaching and learning cycle from planning to assessment, developing targeted report learning statements, and ensuring grades are accurate and defensible
- Oversee online digital learning portfolios, e.g., Seesaw uploads, to ensure all grades meet defined expectations
- Ensure OLLE year and specialist pages have relevant curriculum content.

5. Staff Professional Learning:

- Identify and address professional learning needs of teaching staff
- Plan and deliver professional development sessions aligned with school priorities and educational best practices

- Foster a culture of continuous improvement through mentoring, coaching and feedback
- Promote collaborative learning opportunities among staff and facilitate peer-to-peer learning initiatives
- Support the Head of Junior School to build capacity in teaching staff, characterised by effective assessment practice, diligent student-tracking, and data-informed decision-making to ensure personalised learning and academic rigour.

6. Communication and Community Engagement:

- Communicate to students, parents and teachers about upcoming events and relevant information related to student learning and curriculum
- Contribute to the school newsletter, yearly report, OLLE, school magazine and other publications as required
- Represent the School at various promotional and performance events as required
- Oversee parent-teacher interviews and student-led conference organisation and delivery
- Ensure academic subscriptions that support teaching and learning programs (e.g., Soundwaves, Maths Online) are effectively managed.

7. Leadership and Compliance:

- Support the Head of Junior School to maximise student progress and promote best practice in every classroom
- Model and actively promote expert pedagogical practice
- Prepare for and submit all necessary documentation for NESAs registration at an exceeding level
- Work with stakeholders to review and write policies and programs related to academic matters
- Attend a minimum of one student camp per year
- Liaise with Senior School staff and students as required
- Oversee the academic award process, identification, and results analysis to ensure the recipients best reflect the criteria and values of the School
- Contribute to the Junior School Executive and Senior School Leadership
- Undertake any other relevant activities as directed by the Head of Junior School.

8. Academic Care: (To move to Director of Academic and Pastoral Care 2026)

- Ensure the implementation of strategies to support the diverse learning needs of students, fostering a positive and inclusive learning environment
- Collaborate with teaching staff to identify and address the academic, social and emotional needs of students
- Monitor student progress and implement targeted interventions for those requiring additional support or extension
- Maintain effective communication with parents regarding student academic care and well-being
- Ensure that interactions between staff, parents, and students are characterised by courtesy, grace, and understanding, promoting restorative justice and equipping students to become active participants in our world.

Key Selection Criteria:

- Demonstrated expertise in curriculum design, assessment, and reporting for Prep-6 education
- Proven ability to lead and inspire a team of educators
- Strong knowledge of strategies to support diverse learning needs, including gifted education and learning support
- Excellent communication and interpersonal skills
- Commitment to fostering an inclusive, student-centered learning environment
- Capacity for innovative thinking and problem-solving
- Experience in planning and delivering professional learning for teaching staff
- Excellent knowledge of current research and theory in regards to pedagogy and learning
- The ability to design and manage online teaching and assessment hubs.

The Director of Teaching and Learning (Junior School) is instrumental in shaping the educational experience of students and supporting staff to deliver exceptional outcomes. This role requires a passionate, knowledgeable and forward-thinking educator committed to excellence in teaching and learning in an Anglican (Christian) School.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings.

- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Dr Julie Greenhalgh
Principal
February 2025