



ROLE DESCRIPTION

Deputy Teaching and Learning PK-12

ACCOUNTABLE TO: Vice Principal
ROLE DEVELOPED: September 2022

Role Outline

The Deputy Teaching and Learning PK-12 shares dual responsibility for the Catholic identity of the College and spiritual and faith leadership within the College community, inspired by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The Deputy Teaching and Learning PK-12 articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

The Deputy Teaching and Learning PK-12 works across the College assisting the Director Curriculum Administration PK-12 and Leaders of Learning using data, research, and curriculum and workplace knowledge as key elements to drive improvements in teaching and learning across the College.

The role leads teaching and learning quality, innovation and support, with a focus on establishing, leading and managing a suite of educational initiatives. These initiatives include curriculum renewal, pedagogies for high quality learning and student engagement, excellence and innovation practices, design thinking, online learning and learning technologies and high-quality student academic support. Central to this role is to support the Senior Leadership Team in fostering excellence in teaching and learning as commensurate to the College's vision for learning – Shine through discovery- Let Your Light Shine Mt 5:16 and strategic intents as outlined in the Annual School Improvement Plan. This includes a requirement to integrate the College's learning cycle, digital technology, maximization of students' learning potential and teacher professional learning. A culture of positive and constructive collaboration between Middle Leaders and teachers will be integral to the role's success

The Deputy Teaching and Learning PK-12 will work under the Vice Principal to strategically set the Professional Learning schedule for the College to actualise the ASIP and Vision for Learning, and to formally mentor middle leaders with the specific goal of building the capacity of their teaching staff for better student outcomes.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties.

Key Accountabilities

1. Key Accountability One – Leader of Catholic Identity and Mission

The Deputy Teaching and Learning PK-12 is co-responsible for developing Catholic identity and the educational mission of the College.

- 1.1. Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and broader community in the mission of Newman College as a Catholic school.
- 1.2. Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.

- 1.3. Works with the Director of Mission and Catholic Identity in supporting the prayer, sacramental and liturgical life of the College and the Vision for Mission Plan.
- 1.4. Works with the College Executive and middle leaders to develop and implement an effective plan for the spiritual and professional development of staff particularly in regard to faith formation, service ministry, social justice and liturgy.
- 1.5. Seeks or maintains Accreditation to Teach Religious Education consistent with Catholic Education Western Australia (Ltd) policy.
- 1.6. Supports and contributes to the development of the Marist Association of Saint Marcellin Champagnat in Western Australia.
- 1.7. Supports the Director of Mission and Catholic Identity in assisting the Leaders of Learning in the implementation of the Religious Education curriculum and the integration of the religious dimension across the curriculum.

2. Key Accountability Two – Leader of Learning

The Deputy Teaching and Learning PK-12 ensures the promotion of the College learning culture in accordance with contemporary learning principles. The role is focused on the development of quality pedagogy and learning gains for all students, informed by contemporary research and supported by professional learning.

- 2.1. Actively promotes the College Vision for Learning as the foundational values and principles for learning and teaching.
- 2.2. Creates a performance culture of continual improvement across the College characterised by learning gains for all students.
- 2.3. Promotes and models classroom strategies that maximise student learning incorporating the principles of contemporary learning including, but not limited to, project-based learning, design thinking and digital technology.
- 2.4. Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform and monitor the development and implementation of quality pedagogy.
- 2.5. Leads and implements the analysis of systematically gathered data on student performance and outcomes including, but not limited to, academic, attendance, behavioural and wellbeing data.
- 2.6. Facilitation of Middle Leaders and staff meetings, ensuring relevant professional learning is accessible
- 2.7. Review and systematic roll-out of policy and procedure documents including assessment and behaviour policies to ensure Leaders of Wellbeing and Leaders of Learning are collaborative in their approach and decision making
- 2.8. Mentoring and support for curriculum design and assessment, including establishing a “common pedagogical language.”
- 2.9. Leads the ongoing development of quality contemporary teaching, learning and assessment processes, including the effective use of school data from external assessments and diagnostic testing.

3. Key Accountability Three – Building the Capacity of Self and Others

The Deputy Teaching and Learning PK-12 assists the professional development of colleagues across a broad spectrum of leadership and other domains so as to build the capacity of the team to lead contemporary learning and teaching in safe and growth-promoting learning environments.

- 3.1. Models, coaches and mentors teachers in their use of a range of strategies, including use of evidence of performance and feedback and goal setting to challenge and support staff in improving their professional practice and wellbeing.

- 3.2. Applies contemporary professional knowledge of performance growth and development to ensure quality teaching and supports all staff in reflecting on performance by referencing evidence and standards.
- 3.3. Initiates strategies for developing a climate for accepting and providing constructive feedback and recognition of achievement, including student voice.
- 3.4. Works with teachers and middle leaders on the use of Professional Growth Plans including the development of active role descriptions, support for professional development goals, reintegrated leadership development and career path planning.
- 3.5. Providing classroom observation and targeted feedback in both formal and informal capacities as part of the teacher growth plan experience
- 3.6. Supporting teachers when rolling out common pedagogical principles, such as essay writing, in the classroom and through the provision of resources.
- 3.7. Engaging with Early Career Teachers: modelling the learning cycle, providing professional development, and guiding teaching and learning formation
- 3.8. Makes significant contributions to educational policy and practice within the College and in wider professional contexts.

4. Key Accountability Four - Leader of Strategic Thinking, Improvement, Innovation and Change

The Deputy Teaching and Learning PK-12 is co-responsible for developing a culture and practice of innovation and creativity in learning and teaching across the College, contributing actively to change for the future, working strategically, influencing policy and identifying contemporary approaches to learning and teaching.

- 4.1. Contributes to the improvement in the capacity of all College leaders to generate new ideas, think and plan strategically, and create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students.
- 4.2. Works with the Digital Integrator and Digital Innovation Coordinator to initiate and foster evidence-based reflection and futures-focused improvement and innovation to achieve best practices in contemporary teaching and learning.
- 4.3. Models across all levels of College leadership strategic thinking, innovation and change management and commitment to professional learning.
- 4.4. Challenges and supports staff in adapting processes and procedures as required by the changing nature of the educational agenda, the College Strategic Directions and the external educational agenda.
- 4.5. Contributes to the development of a workplace culture characterised by innovation, effective team functioning and change management delivering sustainable improvements in students' learning outcomes, pedagogy and workplace satisfaction.
- 4.6. Develops in self and colleagues a shared understanding of innovation and developmental change processes as they apply to teaching and learning.

5. Key Accountability Five – Leading the Management of the College

The Deputy Teaching and Learning PK-12 has an astute understanding of change processes and appropriate stewardship of College resources.

- 5.1. Ensures that the development, implementation and integration of technology systems and structures continue to serve student learning needs and teaching initiatives.
- 5.2. Facilitates processes and provides support as needed to ensure adherence to legislative, mandatory and system level requirements relevant to the role.

5.3. Adopts a long-term view and coaches and mentors newly appointed leaders and teachers to ensure good systems, policies, and processes for the effective management of the College.

5.4. Exercises good stewardship of College resources.

6. Key Accountability Six – Engaging and Working with the Community on Learning and Teaching
The Deputy Teaching and Learning PK-12 contributes to the knowledge of parents and the wider community on contemporary issues in learning, teaching and overall development of young people.

6.1 Assists the Vice Principal in maintaining structures and strategies for effective liaison, consultation, collaboration, and partnership with parents with a focus on student achievement and contemporary issues in learning and teaching.

6.2 Understands the broader community within which the College resides and is aware of the cultural, social, and political characteristics that inform the needs of students, families and carers and the challenges they face.

6.3 Contributes to the development of a College environment that is welcoming, hospitable, life giving and just.

6.4 Engages with College stakeholder groups in decision-making processes as required.

6.5 Contributes to collaborative processes and decision-making that builds relationships and promotes shared commitment, partnership, and a sense of achievement.

Key Working Relationships

- Principal
- Vice Principal
- Head of Primary
- Deputy Principal Secondary
- Director of Curriculum Administrator PK-12
- Leader of Learning K-6
- ICT Manager
- Digital Integrator
- Digital Innovation Coordinator
- Director of Operations and Engagement
- Leaders of Wellbeing
- Leaders of Learning Area
- Classroom Teachers
- Director of Finance and Administration

Work Arrangements

- Full time position.
- Teaching load of approximately 0.2 – 0.4 FTE