



Director of Teaching and Learning Position Information Document

Position Title	Director of Teaching & Learning (Years 7-12)
Employment	Permanent
Position of Responsibility	POR 4
POR Commencement	20 January 2027
POR Conclusion:	20 January 2031
Full Time Equivalent (FTE)	1.00 FTE
Line Release	3.5 Teaching Lines (0.58 FTE)

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

BROAD PURPOSE

The Director of Teaching and Learning provides strategic leadership to foster a school culture that supports and encourages the achievement of outstanding academic outcomes and effective learning. This role upholds the College's commitment to teaching excellence, pastoral care, and authentic relationships by embedding best practice in teaching pedagogy and practice, curriculum planning and delivery, and monitoring of student outcomes from Years 7 to 12. They will support and lead educational practice, community engagement, and staff and student wellbeing.

Aligned with the *Edmund Rice Education Australia Touchstones*, the Director champions practices that reflect and promote these values in every aspect of school life.

A core responsibility of the Director of Teaching and Learning is to work alongside the Director of Data and Innovation, Director of Inclusion, SACE Coordinator, Heads of Faculty, Subject Coordinators, and teaching staff to ensure quality learning programs based on the South Australian Certificate of Education (SACE), the Australian Curriculum, and evidence-based pedagogies and practices which support high quality learning environments.

The Director of Teaching and Learning will have a strong and clear vision aligned with the strategic goals of Rostrevor College, supporting leaders and staff to monitor and support successful learning outcomes.

The Director of Teaching and Learning will serve as a key member of the Teaching and Learning Team, working in close alignment with other leaders to coach best practice, plan and implement curriculum, model and encourage best practice, and support teaching staff across the Senior School.

The Director of Teaching and Learning will be a member of the Senior Leadership Team (SLT) and College Leadership Team (CLT) of Rostrevor College. As such the Director of Teaching and Learning will:

- Actively contribute to the Catholic dimension and values of the College.
- Work closely with the Head of Senior School and members of the CLT to maintain the highest standards across all facets of College life.
- Understand, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA and Catholic Education South Australia, College's Strategic Plan and Edmund Rice Education Australia Colleges improvement agenda.
- Work collaboratively with colleagues, parents/caregivers and EREAC and CESA personnel to facilitate student development across the College.
- Be a collaborative, consultative leader, that considers the collective wisdom of other Leaders, peers and staff, using reflective practices to ensure best practice models are always implemented.
- Use contemporary research and the AITSL standards to guide continuous improvement in teaching.
- Be empathetic to the needs of the young people entrusted to their care.
- Promote conditions allowing students to achieve their maximum potential

LEADERSHIP TEAM

Membership of the Senior Leadership Team (SLT) and College Leadership Team (CLT) means accepting the invitation of the Principal to share in, and contribute to, the leadership of the Rostrevor College community, with responsibility for the ongoing planning and future development and direction of the College. Central to their responsibilities are the Catholic dimension and values of the College.

The SLT and CLT will contribute to strategic planning, modelling of the College values and professional behaviour as outlined in the CESA & EREAC Codes of Conduct.

As a member of the SLT & CLT, you will:

- Promote the spiritual life of the College through visible leadership of our Catholic identity.
- Live out the Rostrevor College Vision as detailed in the College Strategic Plan.
- Attend SLT & CLT and contribute generously and strategically to the workings of the team.
- Contribute to the development, application, review and refinement of the College Strategic Plan and Annual Improvement Plan, and ensure these goals are met.
- Maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality.
- Have a working knowledge of College, EREAC and CESA Policies and guidelines and be responsible for the development, implementation and review of Policies and strategies across our community.
- Present and discuss wider whole school issues at staff meetings or other forums to clarify policies or processes.
- Be actively involved in reviewing policies and communicating concerns and changes to staff as appropriate.
- Show a commitment to further study and professional learning in Religious Education, Faith Development, Educational Leadership, and other relevant fields.
- Work with the Principal to facilitate relevant staff Professional Learning.
- Attend and/or assist with:
 - Staff Wellbeing and Leave Approvals within reporting line
 - College organisation and attend College functions.
 - Full school events.

- Enrolment Interviews and College Tours as required.
- Planning and monitoring of college calendar events.
- Staff Interview Panels as required.
- Student Promotions as required.
- Production of the Staff and Parent Handbooks.
- The College Blog.
- Regular reviews of all College and CESA Policies and Procedures.
- Community events, and supervision of Saturday detentions if required.
- Share responsibility for the school when the Principal is absent.
- Participate in Staff Induction and in Staff Review processes.

KEY AREAS OF WORK

Strategic Leadership of Teaching and Learning

- Reporting to the Head of Senior School, oversee Senior School teaching and learning matters
- Lead continuous improvement of curriculum and pedagogy throughout the Senior School, embodying the Rostrevor College values, principles and frameworks
- Chair the Faculty Council, working collaboratively with all members to deliver high quality curriculum and optimise student learning outcomes
- Lead contemporary pedagogies and create a culture of professional learning, continuous improvement, and shared engagement in best practice in teaching
- Model contemporary, effective, evidence-based, engaging and best practice teaching practices
- Oversee examinations, subject selections, communications with students and parents, and timetabling in the Senior School

Curriculum Development and Implementation

- Support Heads of Faculty to ensure that all academic staff complete programs of work, plan and implement curriculum successfully, and support best practices in teaching and learning
- Support Heads of Faculty in their work to ensure the completion of Learning and Assessment Plans and other documentation and requirements of the Australian Curriculum and SACE
- Support Heads of Faculty in ensuring staff unit planning, programming, assessments and other documentation aligns with College and faculty requirements
- Ensure cross-curriculum integration including, but not limited to, Child Protection Curriculum and MITIOG
- In close collaboration with the Leader of Learning (Junior School), ensure curriculum alignment and continuity across all areas, especially as students transition from Year 6 to 7
- Create and maintain curriculum handbooks, working closely with other key leaders of learning

Student Learning and Achievement

- In collaboration with key leaders and staff, ensure the:
 - Progress and achievement of all learners in the Senior School (Year 7-12);
 - Appropriate and timely responses to students at risk; and
 - Implementation of strategies, processes, and a culture of exceptional teaching and learning standards at Rostrevor College.
- Support the Director of Inclusion in implementing adjustments for students with diagnosed disability and additional learning needs
- Oversee student subject selection and withdrawal processes
- Engage actively with parents, families and staff with respect to student learning matters, fostering effective and collaborative relationships focused on best outcomes for students
- Support Heads of Faculty and Subject Coordinators in their extension of students in line with their abilities, interests and opportunities for successful outcomes
- With the SACE Coordinator, ensure the completion of SACE for all eligible learners
- Support the SACE Coordinator as needed to enhance teaching and learning experiences

Assessment, Reporting and Data

- Oversee assessment and reporting as it relates to student progress, achievement and success
- Work in partnership with the Director of Data and Innovation and Director of Inclusion to lead assessment and data analysis
- Lead the data analysis with key staff

Timetabling and Staffing

- Lead and support the coordination of the Senior School timetable and associated duties such as subject, year level, and staff and student allocations
- Support and inform the Daily Organiser and Timetable Coordinator in their construction of the timetable
- Develop strategies and processes for maximising the use of the College's Learner Management System (SEQTA)
- Alongside the Head of Senior School and the People and Culture Manager, actively participate in the recruitment, appointment and onboarding of teaching staff in the Senior School

Leadership and Professional Growth

- With college leaders, model best practice as a participant and coach as part of the Teacher Professional Development Cycle (TPDC), encouraging a culture of continuous reflection and improvement
- Develop opportunities to share professional knowledge amongst staff in teaching and learning, including professional development, collaborative teaching, cross-marking and moderation
- Engage in professionally supportive conversations to coach and mentor staff in meeting the AITSL Standards
- Support early career teachers, teachers new to the College, and teachers seeking to move from provisional to full registration
- Support teachers as they engage in processes to become accredited as a Highly Accomplished (HAT) or Lead Teacher (LT)
- Coordinate the placement of Pre-Service Teachers, ensuring compliance, allocation of mentors, reporting requirements, and encouraging placement opportunities

POSITION OF RESPONSIBILITY REQUIREMENTS

- Ensure staff are aware of and follow WHS policy and procedures
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health; eg. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.