



**HEAD OF TEACHING AND LEARNING**

**JOB & PERSON SPECIFICATION**

**AUGUST 2025**

# ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

## Head of Teaching and Learning



Our Mission:	To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community.
College Department:	Leadership
Position Title:	Head of Teaching and Learning
Position Classification:	Leadership
Tenure:	Refer to contract of employment
Teaching Load:	Full-time with 0.2 FTE classroom teaching load
Working Relationships:	<ul style="list-style-type: none"> <li>• Reports to the Principal</li> <li>• Line manager for Heads of Department and curriculum-based Coordinators</li> <li>• One up Manager for Educational Support Officer staff</li> <li>• Member of the Leadership Team, Curriculum Team &amp; other teams as required</li> <li>• Works closely with Deputy Principal, and Heads of Senior, Middle and Primary Schools</li> <li>• Professional interaction with all students, staff, parents, volunteers, visitors &amp; suppliers of Endeavour College</li> </ul>
Special Conditions:	This position is covered by the Lutheran Schools Association Enterprise Agreement

## ROLE DESCRIPTION

Primary Responsibility
<p>The Head of Teaching and Learning plays a significant role in the leadership of Endeavour College by working closely with other members of the Leadership Team, to embed the Endeavour College strategic plan. The role determines, develops and implements data driven decisions in consultation with the Principal, to achieve excellence in educational programs and operations, and ensure the highest quality of support, care, and learning is provided for all students at the College. This includes leadership of curriculum and learning, provision of specialist curriculum advice, curriculum and learning co-ordination, and ensuring effective pedagogical practices within the College. The Head of Teaching and Learning serves as Line Manager to Heads of Department, curriculum-based Coordinators, and as the one up Manager for Educational Support Officers.</p> <p>In addition to the Leadership responsibilities, as a Teacher within the College, the Head of Teaching and Learning will also plan, organise, implement, and deliver an appropriate instructional program, across one or more curriculum areas, that guides and encourages students to develop to their full potential.</p> <p>All teaching staff are expected to continually engage in professional learning and development to improve teaching knowledge and practices, including accreditation as required by Lutheran Education Australia (LEA). All work is to be performed in accordance with the Australian Institute for Teaching and School Leadership (AITSL) professional standards for Teachers, and aspire to the AITSL professional standards for Middle Leaders.</p>
Extent of Authority
<ul style="list-style-type: none"> <li>• Responsible for all matters related to the curriculum and learning at Endeavour College under the direction of the Principal</li> <li>• Manage and maintain high standards of work and conduct for your direct reports, as well as their direct reports</li> </ul>

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- Work autonomously to deliver appropriate and relevant instructional programs, exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role
- Encourage and approve innovative curriculum ideas and projects, and follow up on implementation status
- Act as the College representative at professional networks such as LiLLC, AISSA, SCRG, SALLS and ISSSA
- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role
- Responsible for the safety, wellbeing, and academic progress of all students in their care

### Key Areas of Responsibility Areas (KARs)

The position encompasses key outcomes which will have a significant bearing on required outcomes of the College Strategic Plan. Key outcomes of the role have been collectively accommodated within associated activities under the following KARs including but are not limited to:

#### Leadership / Administration

- Develop and implement a curriculum framework, mapping students learning journey from Year 7 to Year 12 at Endeavour College and creating and monitoring departmental plans
- Working collaboratively with the Heads of Senior and Middle Schools, and Heads of Department to oversee and drive projects and programs with a particular focus on Senior Years student learning outcomes
- Keep abreast of emerging trends in education and assess their value for students within the implemented framework
- In conjunction with the Heads of Senior and Middle Schools, research and develop implementation proposals and plans, and project manage broad curriculum initiatives that are identified from time to time
- Identify and report on emerging educational trends and plans to inspire the development and implementation of innovative projects within the curriculum team
- Contribute to the development of eLearning (ICT) as related to teaching and learning
- Prepare submissions for funding curriculum related projects for Endeavour College, seeking input from the Heads of Senior and Middle Schools
- Lead and work effectively with Heads of Departments to develop strategies linking the Middle and Senior Years programs
- Lead and collaborate with the Inclusive Education, Middle Years Learning & Enrichment, and Pathways Coordinators to ensure the linkage and maintenance of these programs
- Keep the Leadership Team informed of Curriculum and Learning matters, including technology
- Contribute to the organisation and dissemination of curriculum related information to the College community
- Communicate College learning initiatives to staff ensuring they are aware of developments and the possible implications to their work practices
- Manage escalated issues with parents and students regarding curriculum, teaching and learning, in consultation with Learning Leaders and other relevant stakeholders
- Lead and proactively contribute to Curriculum Team meetings
- Utilise data to monitor whole-school academic progress of students to ensure they are provided the best opportunity for success
- Promote learning activities and professional development via articles in College publications
- Attend functions that are organised for parents showcasing student learning
- Foster parent involvement in College events including parent information evenings
- Oversee staff engaging with and meeting Canvas Learning Management System (LMS) goals

#### Resource Management

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- Liaise with the Business Manager and work collaboratively with Heads of Department on budgeting and accounting procedures and approvals for College learning resources
- Provide oversight of curriculum materials presented on the Canvas LMS

### Staff Oversight/Development

- Oversee the work of, lead and collaborate with Heads of Department and curriculum-based Coordinators, and provide one up management support for educational LSO staff
- Liaise with and support Heads of Department concerning staffing requirements
- Consult with timetabling team in relation to staffing requirements
- Liaise with Principal and Deputy Principal around the continuing professional learning of staff related to teaching and learning
- Meet regularly with Curriculum team and share relevant information
- Implement monitoring procedures that ensure consistent assessment standards
- Monitor performance of Heads of Department and their teams, and establish a process of remediation for unsatisfactory performance in collaboration with the Deputy Principal and Principal
- Demonstrate subject matter expertise and provide mentoring and guidance to College staff members in relation to curriculum and learning

### Academic Standards and Assessment

- Oversee the production of course booklets and their publication
- Oversee course selection processes with the Heads of Department
- Work with Heads of Department to ensure the establishment of learning area development plans, curriculum implementation, and effective pedagogy
- Ensure appropriate information sessions are conducted for all year levels including course, subject and SACE information
- Ensure availability for consultation with students, parents, and staff on curriculum and learning matters as required i.e. Year 12 results publication
- Work collaboratively with Heads of Department to establish effective assessment strategies
- Liaise with Curriculum team on assessment and reporting procedures
- Monitor the learning outcomes of all students based on system data
- Monitor reporting and assessment procedures (including technological management), ensuring teacher accountability and effective communication are maintained
- Oversee and monitor SACE requirements ensuring opportunity to meet these is provided, and all deadlines are met
- Provide appropriate support to, and ensure effective utilisation of the SACE Coordinator and LSO Assistants
- Provide advice to the Principal on all SACE matters
- Provide advice to Learning Leaders and teachers on SACE programs
- Ensure the progressive use of Canvas within the College

### Other Duties

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including but not limited to the Code of Conduct, and those relating to child protection, discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required

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- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing deep, the Lutheran Education leadership and formation framework, to your role at the College.
- Any other duties as required

## EMPLOYEE SPECIFICATIONS

### Education & Qualifications

- Relevant tertiary qualifications (i.e. Bachelor of Education) with post graduate studies in Educational Leadership (highly desirable)
- Current Teacher Registration (South Australia)
- Current and satisfactory Working With Children Check (WWCC)
- Current mandatory reporting certificate (Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC))
- Current First Aid Training Certificate
- Active member of a relevant professional association or committees (highly desirable)
- Accreditation status as a Teacher in Lutheran Schools (highly desirable)

### Knowledge & Experience

- A strong understanding of the principles of Lutheran education
- A strong understanding of, and experience in the application of Restorative Practices
- Demonstrated organisational and educational leadership with a record of success in achieving agreed goals in collaboration with others
- Demonstrated experience in effective leadership, administration, planning, and programming
- Excellent interpersonal and communication skills (written and verbal) with the ability to develop effective professional relationships, and engage positively with people from a wide range of backgrounds
- Demonstrated ability and experience in networking, and in building effective and supportive relationships with students and families
- Demonstrated success in developing and implementing curriculum, and achieving objectives through structured planning processes
- Demonstrated success in modelling and promoting effective teaching, learning and assessment practices
- Demonstrated success in the appropriate application of digital technologies with regards to learning
- Significant understanding of current and emerging educational directions and their implications for schools
- Significant understanding of pedagogy which improves learning outcomes for secondary students in both Middle and Senior Years
- Significant understanding of Australian Curriculum, SACE and VET curriculum, NAPLAN and other assessment practices and procedures
- An understanding of current organisational, WHS and management practices appropriate to the position
- Demonstrated experience and ability to work independently and as a leader within a team, developing, establishing, implementing, and monitoring student wellbeing and academic progress
- Demonstrated experience in effective leadership, administration, planning, and programming
- Experience in, and passionate about working with and supporting young people on their journey through secondary education

### Skills & Abilities

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- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable)
- Significant experience, ability and willingness to collaborate effectively across a team, and a range of broader stakeholders both inside and outside of the College
- Significant ability to provide a strong cultural example for others, and set, communicate and maintain expected standards of culture across the College
- Significant ability to lead, monitor, mentor, and provide feedback and guidance to develop staff members in the achievement of goals
- Significant ability to lead, and work as part of an effective team, initiating, and managing change
- Commitment to contributing and completing ongoing learning related to this role
- Ability to negotiate budget requirements through consultation

## PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities. The Head of Learning will be measured through:

KPI Area	Identified KPI
<b>Leadership / Administration</b>	<ul style="list-style-type: none"><li>• Work collaboratively with the Leadership and teachers to formulate and implement curriculum programs, activities, and initiatives that support successful student learning outcomes from Middle Years through to Senior Years</li><li>• Provide effective management and oversight in the planning, development, organisation, and delivery of a curriculum framework within a secondary learning environment to ensure that students learning journey from Year 7 through to Year 12 is appropriately mapped and monitored</li><li>• Ensure that effective curriculum plans that maximise student learning outcomes are in place across all learning areas</li><li>• Ensure the utilisation of engaging pedagogies and technology across the College, staying current with emerging educational trends and practices, and assessing their value for students within the curriculum framework to maximise student learning</li><li>• Actively promote, embed, and embrace the College's Vision for Learners, and The Endeavour Way.</li><li>• Foster relationships with parents/caregivers to ensure and manage their awareness of their child's learning progress at the College, and promote parent/caregiver involvement, attendance, and support of College learning events</li></ul>
<b>Resource Management</b>	<ul style="list-style-type: none"><li>• Work collaboratively with the Heads of Senior or Middle Schools and Heads of Departments to ensure the acquisition and utilisation of engaging resources to maximise student learning in accordance with budget requirements.</li><li>• Ensure staff across the College are using approved LMS and reporting procedures in line with College expectations.</li></ul>
<b>Staff Oversight / Development</b>	<ul style="list-style-type: none"><li>• Provide an effective level of oversight, development and support for staff within your leadership</li><li>• Work collaboratively with Heads of Department and the Deputy Principal on staffing requirements</li></ul>

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	<ul style="list-style-type: none"><li>• Actively support and lead the professional development of teaching staff across the College</li></ul>
<b>Academic Standards &amp; Assessments</b>	<ul style="list-style-type: none"><li>• Work is performed to an advanced level and in accordance with the AITSL professional standards related to Professional Knowledge, Professional Practice, and Professional Engagement</li><li>• Work collaboratively with Heads of Department to oversee the work of teaching staff across the College, ensuring that AITSL professional standards related to Professional Knowledge, Professional Practice &amp; Professional Engagement are met</li><li>• Oversee and provide guidance and advice to Leadership and staff across the College related to Australian curriculum programs and requirements for all Year Levels, including SACE requirements for Senior Years</li><li>• Work collaboratively across the College to establish, oversee and monitor effective student reporting and assessment strategies and requirements</li></ul>
<b>Community &amp; Pastoral Engagement</b>	<ul style="list-style-type: none"><li>• Ensure the effective application of the Vision for Learners, developing a strong culture and expectations in support of the Middle Years &amp; Senior Years philosophy for students across the College</li><li>• Demonstrate a strong understanding of, and actively support, promote and nurture the effective use of Restorative Practices in their interactions with students and the broader college community</li><li>• Model the expected behaviours and professional expectations for Leadership at Endeavour College</li><li>• Model the Christian ethos of the College, leading the support and encouragement for staff and students to live the Endeavour Way values</li></ul>



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.