



POSITION DESCRIPTION

PART OF **AngliSchools**

Position Title	Director of Teaching and Learning [Commencing 2027]
Tenure	Fixed Term 5 Year Contract Full Time 0.20FTE to 0.40FTE Teaching Load
Department	Senior Leadership Team
Reports To	Principal
Classification	Total Remuneration Package (TRP) (6 weeks annual leave)
Date Last Reviewed	July 2026

POSITION PURPOSE

The Director of Teaching and Learning is a key member of the School's Senior Leadership Team and provides strategic leadership for teaching, learning, curriculum and academic performance across Little Georgie's to Year 12.

Working in partnership with the Principal and Senior Leadership Team, the Director of Teaching and Learning leads the development and implementation of a contemporary, evidence-informed educational vision that promotes academic excellence, innovation, inclusion and continuous improvement. The role is responsible for shaping and driving the School's strategic priorities in teaching and learning, ensuring alignment with the School's Strategic Plan, the AngliSchools Vision for Learning and all relevant regulatory and compliance requirements.

The Director of Teaching and Learning fosters a culture of high performance, professional growth and accountability by building leadership capacity across the School, promoting excellence in pedagogy and curriculum design and leveraging data and research to improve student outcomes. The role provides strategic oversight of curriculum implementation, assessment and reporting, academic quality assurance and student pathways from Early Years through to WACE and Vocational Education and Training (VET).

Through collaborative leadership, strong stakeholder engagement and a commitment to the School's Anglican ethos and values, the Director of Teaching and Learning contributes to the holistic development, wellbeing and success of every learner while advancing the School's reputation as a leading provider of education.

KEY ACCOUNTABILITIES

Strategic Leadership

- Lead the development and implementation of a whole-school teaching and learning strategy aligned with the AngliSchools Vision for Learning and Strategic Plan.
- Use internal and external data to inform strategic direction, identify trends and drive continuous improvement in student outcomes.
- Lead school improvement initiatives based on data insights, including academic audits, improvement plans, and target interventions.
- Collaborate with the Senior Leadership Team to set and monitor teaching and learning goals and priorities.

- Manage budgets related to teaching and learning.
- Cultivate partnerships with external organisations, including universities, professional associations, and industry, to enhance curriculum relevance and innovation.
- Lead the Curriculum and Teaching Leadership Team.

Curriculum and Pedagogy

- Oversee the continuation of the AngliSchools' Vision for Learning.
- Promote evidence-based teaching strategies and foster a culture of innovation and reflective practice.
- Lead the design, delivery and evaluation of a rigorous, inclusive and future-focused Little Georgie's to Year 12 curriculum, while ensuring compliance with SCSA requirements, including EYLF, WACE courses, endorsed programs and VET pathways, in collaboration with the Head of Operations, Assistant Head of Primary (Teaching and Learning) and Heads of Department.
- Ensure vertical and horizontal alignment of curriculum and pedagogy across all stages and learning areas, by liaising with the Assistant Head of Primary School (Teaching and Learning) and Heads of Department to ensure consistency in curriculum delivery across Little Georgie's to Year 12.
- Lead the development, coordination, and analysis of student growth data, including standardised assessment results for students from Little Georgie's to Year 12, in collaboration with the Assistant Head of Primary School (Teaching and Learning), and relevant Heads of Department.
- In collaboration with the Assistant Head of Secondary and the Assistant Heads of Primary School, inform the Senior Leadership Team, relevant staff and parents/carers of issues relating to students who are academically at risk.
- Meet with Teaching and Learning Leaders on a regular basis (at least once per term) to discuss curriculum, teaching and learning, and data related to their specific department.
- Support academic transitions between key stages (e.g. Year 2 to Year 3, Year 6 to Year 7, Year 10 to Year 11), ensuring continuity of learning and informed subject choices.
- Liaise with the Head of Secondary School, Assistant Head of Secondary School, Head of Operations and Heads of House to ensure counselling of students as required on subject and course choices and associated changes.
- Collaborate with the Vocational Education, Training and Careers Coordinator to oversee the vocational and certificate programs and monitor compliance and continuity of Vocational offerings.
- Facilitate programs and foster links with the Tertiary Institutions Service Centre (TISC), WA TAFE Colleges, Registered Training Organisations, and universities.
- Collaborate with the Deputy Principal, Head of Secondary School, Head of Operations and Head of Primary School to oversee academic timetabling and ensure alignment with student pathways and curriculum priorities.
- Collaborate with IT and Digital Learning teams to ensure staff are well supported in the effective use of educational technologies.
- Design and present information sessions for parents to promote the School's teaching and learning approach.
- Inform staff of State and National Curriculum developments and related issues.

Professional Growth and Development

- In collaboration with the Deputy Principal lead the School's professional learning strategy, specifically related to Teaching and Learning, including the design and delivery of whole-school professional development programs.
- In collaboration with the Deputy Principal coordinate the class/peer observation and growth process.

Assessment and Reporting

- Provide strategic oversight of academic reporting processes and ensure the integrity, consistency and quality of assessment practices across the School.
- Use data analytics to monitor student progress, inform teaching, and evaluate program effectiveness.

Quality Assurance and Compliance

- Act as the School's primary liaison with the School Curriculum and Standards Authority (SCSA) regarding curriculum, moderation, consensus processes, assessment requirements and compliance matters.
- Lead academic audits, reviews and improvement initiatives to ensure high standards of Teaching and Learning.
- Prepare reports and documentation for internal and external stakeholders, including School Council and regulatory bodies.

Human Resource Management

- Evaluate the performance of colleagues, via the annual performance appraisal cycle, by accurately and fairly, providing feedback and completing documentation relating to their performance.
- Mentor staff as required.
- Assist the Principal, Deputy Principal and Human Resources team with the recruitment, selection and induction of new staff.
- In collaboration with the Senior Leadership Team and Human Resources, share the responsibility for staff welfare.

Financial Management

- Prepare annual budgets, as appropriate, for approval by the Business Manager.
- Comply with the financial policies of the school.

General

- Assist the Principal in carrying out the aims and objectives of the school.
- The position has access to administrative support to assist with the efficient delivery of key responsibilities and priorities.
- Collaborate with staff to ensure the implementation and maintenance of school policies and procedures, pertaining to the academic program.
- Liaise with and respond to parent/carer requests and enquiries in a courteous and timely manner, according to GMAS protocols.
- Actively participate in whole school events.

Other Duties

- Attend stakeholder meetings as required (e.g. Senior Leadership Team, School Council and Parents and Friends as requested).
- Teaching load is determined on a year-by-year basis, according to the needs of the School.
- This position will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

Manage Self and Professional Skills

- Comply with the GMAS Staff Code of Conduct and TRBWA Teacher-Student Professional Boundaries.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.

TEACHING ROLE | Teaching load 0.20FTE to 0.40FTE

Curriculum

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students.
- Plan and implement a range of teaching programs or courses of study.
- Teach an area of the curriculum or a general curriculum to a year level.
- Monitor, evaluate and report student progress in key learning areas.
- Implement strategies to achieve targets related to student learning outcomes.
- Maintain records of class attendance and recording student progress.

- In the Anglican tradition, nurture Christian formation and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Teach across discipline(s) and cohort levels appropriate to the school's timetabling needs.
- Be willing and able to competently teach the Religious Studies (RAISE) program, or equivalent, if required.
- Teach composite classes and flexible groupings if and when required.
- Develop high-order information technology skills (including the Apple Platform) that are translated into daily classroom teaching practice and pedagogy.
- Ensure preparation and delivery is learner centred, collaboratively organised, flexibly constructed, community-orientated, and adequately resourced.
- Develop work and assessment programs in each relevant subject area and plan for each term and semester, focusing on individual student learning needs.
- Implement work programs as per school requirements.
- Inform students of each term's program and assessment requirements (if applicable) prior to delivery.
- Be conversant with and refer constantly to the School Curriculum and Standards Authority (SCSA) and Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements and other relevant documents to ensure that the correct elements are embedded in each course and build these into classroom experiences and assessment instruments.
- Monitor progress and provide feedback to students, other teaching staff, and parents, being particularly aware of the need to respond promptly to student and parent concerns.
- Accurately and consistently update students' records in their administration files.
- At reporting times, accurately draft and redraft student reports within the published time frame.
- Introduce and develop ways of encouraging critical analytical thinking skills and communication skills with the students you teach.
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Have an ability to consistently inspire and motivate students in their learning.
- Motivate students by making their work relevant, challenging and enjoyable.
- Demonstrate a high level of classroom management, with a focus on restorative practice.
- Demonstrate the ability to work effectively as a member of a team.

Co-Curricular Program (40 hours per annum requirement)

- Contributing to a range of co-curricular programs.
- Be fully committed philosophically and in practice to the co-curricular program and the role it plays at the school. This will involve commitment in school time and out of school hours and on weekends dependent upon the allocated/chosen activity.
- Plan and implement your component of the co-curricular program in association with your skills and the specific needs of the school.
- Be available to participate in the annual Educational Camp Program which will involve some overnight work away from Busselton.

Pastoral Care

- Take responsibility for the pastoral needs, duty of care, standards of behaviour of all students inside and outside the classroom.
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant Head of Department.
- Be active as a mentor in the Home Room System in accordance with the ethos of the school.
- Provide a child safe environment in accordance with the child safe standards.
- Implement effective student management consistent with GMAS Student Behaviour Management Policy.

Additional Responsibilities

- Supervising a range of student activities including wellbeing programs.
- Supervise and train pre service teachers when requested.
- Demonstrate overt support for the School values.

Manage Self and Professional Skills

- Comply with the GMAS Staff Code of Conduct and TRBWA Teacher-Student Professional Boundaries.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.

Other Duties

- This position will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Maintain a practicing role in the teaching program and/or provide cover for teaching staff if urgent issues arise.
- Teaching load is determined on a year-by-year basis.

Reference Documents

- [Mandatory Reporting Policy](#)
- [GMAS Staff Code of Conduct](#)
- [Workloads in ASC Schools in WA](#)

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Attend AngliSchools and school-based Senior Staff meetings
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

Head of Operations

Heads of Department and Coordinators

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Head of Operations
- Heads of Department and Coordinators
- Administration Staff
- Teaching staff
- Students

External

- SCSA
- TISC
- School Council
- AngliSchools

Remuneration

Terms and Conditions of employment will be in accordance with the AngliSchools Total Remuneration Package. Remuneration will be determined by the Principal according to qualifications and experience.

SELECTION CRITERIA

Selection Criteria (to be addressed within the candidate's application for employment)

Essential

- Postgraduate qualifications in Educational Leadership, or a demonstrated commitment to working towards such qualifications.
- Proven School leadership experience with a track record of leading and inspiring innovation, change and positive outcomes.
- A strategic focus and exceptional problem-solving capabilities.
- Superior knowledge of current research, trends and best practice approaches to learning and teaching.
- Outstanding communication, collaboration and interpersonal skills with the ability to manage stakeholders and navigate complex conversations.
- Demonstrated ability to maintain resilience, sound judgement, and a positive, adaptable mindset in complex or changing environments, with evidence of successfully navigating challenges, managing competing priorities, and responding effectively to change.
- Demonstrated understanding of educational technologies and emerging trends in technology-enhanced learning.
- Deep understanding of curriculum design, pedagogy, assessment and professional learning.
- Proven ability to lead strategic initiatives using data to improve student outcomes.
- Experience in a Kindergarten to Year 12 educational setting, preferably within the independent school sector.
- Commitment to the values and ethos of Anglican education.

ELIGIBILITY AND TRAINING REQUIREMENTS

- Obtain or hold a current Working with Children Check.
- Manage full membership as a Registered Teacher with the Teacher Registration Board of WA (TRBWA).
- Be supportive of the objectives and ethos of an Anglican education.

INHERENT PHYSICAL REQUIREMENTS

The Director of Teaching and Learning must be able to perform the following inherent physical requirements of the role, with or without reasonable adjustments:

- Maintain sustained concentration, attention to detail, and cognitive capacity to manage complex educational, operational and strategic responsibilities.
- Communicate effectively in person, online and via telephone with staff, students, parents, external agencies and other stakeholders.
- Sit for extended periods while undertaking administrative duties, meetings, planning, reporting, data analysis and computer-based work.
- Use computers, digital technologies and other office equipment for prolonged periods.
- Move independently throughout the School campus, including between classrooms, offices, meeting rooms, sporting facilities and outdoor areas.
- Stand and walk for extended periods while observing teaching practice, conducting meetings, participating in school activities and undertaking teaching duties.
- Participate in school events, camps, excursions, outdoor education activities and professional learning programs, including those conducted outside normal working hours or requiring overnight attendance.
- Undertake the physical requirements associated with camps, excursions and outdoor activities, including walking over uneven terrain, standing for extended periods, supervising students in a variety of indoor and outdoor environments, and responding appropriately in emergency situations.
- Visually assess and review written, digital and presentation materials, including student achievement data and compliance documentation.

- Respond appropriately to routine and unexpected situations requiring timely decision-making, problem-solving and active supervision of students.
- Undertake a teaching load as required and perform the physical requirements associated with classroom teaching and student supervision.
- Perform duties in accordance with workplace health and safety requirements and maintain the physical and mental capacity to ensure the safety and wellbeing of students, staff and visitors.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child Protection Policies and Staff Code of Conduct.

Georgiana Molloy Anglican School is an Anglican School, and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal	Mr Brad Evans		
	Name	Signature	Date

Director of Teaching and Learning _____
Name Signature Date



Georgiana Molloy Anglican School is a child-safe environment