



APPOINTMENT OF Director of Learning & Teaching (Snr School)

Bishop DrUITT College
October 2024





Principal's Welcome



Welcome from the Principal

Welcome to Bishop Druitt College, a beacon of educational excellence and innovation in the heart of our Coffs Coast community. As principal, I am pleased to extend a warm invitation to you to consider joining our community.

At Bishop Druitt College, we are committed to nurturing academic achievement and holistic development. With a focus on unparalleled pastoral care and innovative teaching methods, we provide our students with a foundation that extends far beyond the regular classroom expectations. Our school curriculum is designed to challenge and inspire, offering unique experiential learning opportunities that set us apart.

As we recruit for our positions within the school we are looking for candidates who are passionate about supporting the development of young minds, dedicated to fostering a dynamic learning environment, and committed to empowering all members of our community to reach their fullest potential. If you are ready to commit to our vibrant community at Bishop Druitt College we invite you to apply.

Together, let us continue to inspire excellence and make a meaningful difference in the lives of our students.

Darrundang (Thank you)
Yaari Yarrang (Goodbye)

Mr Nick Johnstone
Principal
Bishop Druitt College



Our Vision, Mission and Values



The Bishop DrUITT College Way has five tenets:

- 1 Prioritise Wellbeing
- 2 Empower For Life
- 3 Embrace Diversity
- 4 Pursue Excellence
- 5 Serve Our Community

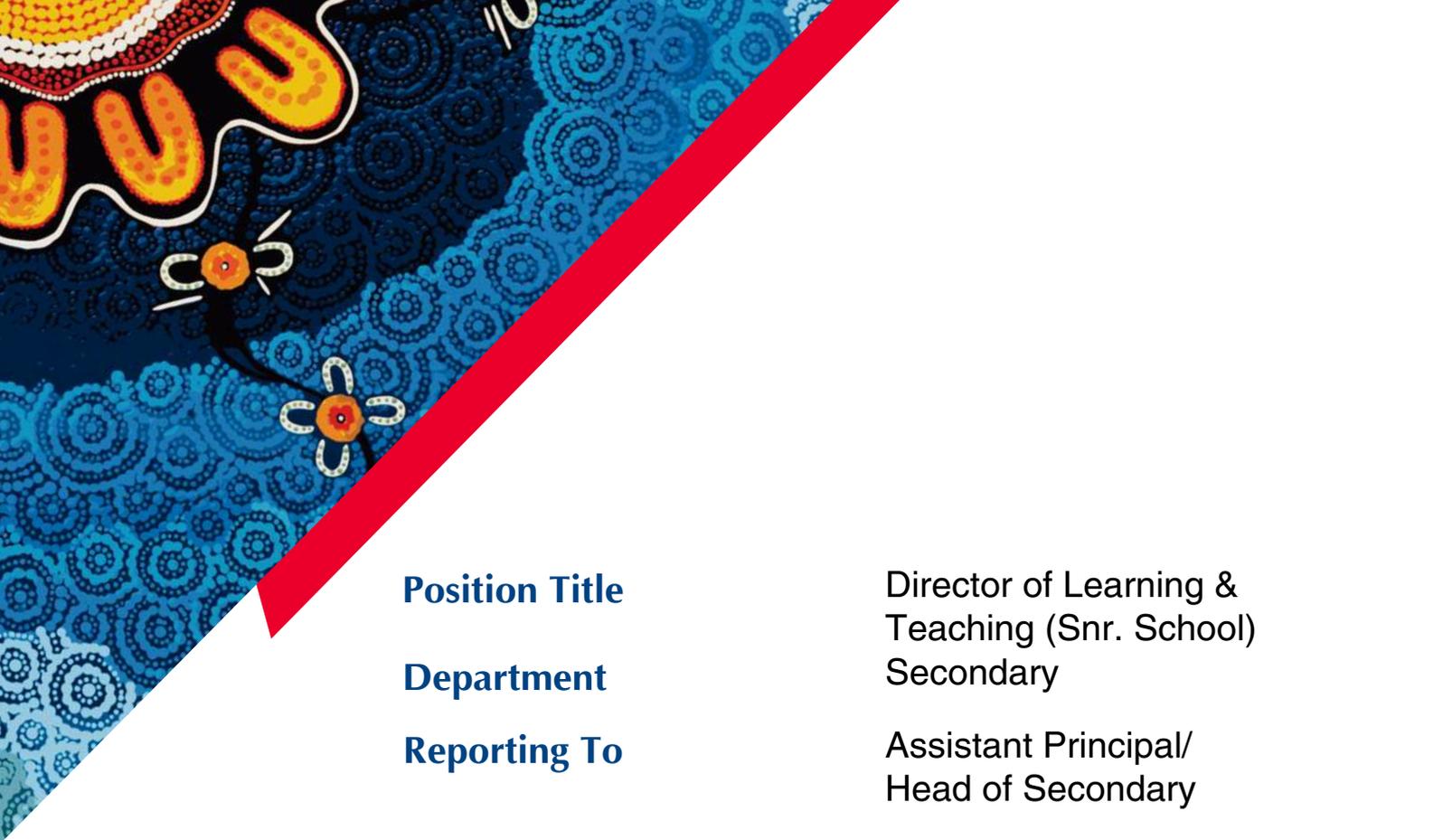
Bishop DrUITT College upholds rigorous standards in all facets of daily college life, known as 'the Bishop DrUITT Way.' This ethos fosters character development, community building, and the preparation of students for the global stage. It serves as the cornerstone of our school community, fostering enduring connections among its members through structured activities and personal relationships.

Embracing every aspect of college life, it prioritises the holistic wellbeing and growth of each individual within the community. These principles form the bedrock of Bishop DrUITT College's vision, reinforced by our core values of mutual respect, integrity, inclusivity, courage, justice, and generosity of spirit.

Vision Statement:

Bishop DrUITT College was founded on the pursuit of excellence, with the vision of creating a premium K-12 independent educational experience for the children of the Mid North Coast of NSW.

At Bishop DrUITT College, we see the balance between an outstanding academic environment and a safe and caring pastoral community as being the key to producing world-prepared citizens.



Position Title	Director of Learning & Teaching (Snr. School) Secondary
Department	Secondary
Reporting To	Assistant Principal/ Head of Secondary
Contract term/type	Full time Fixed Term (1yr)
Industrial Agreement	Independent Schools NSW Teachers (Hybrid Model) Multi Enterprise Agreement 2021
Application due date	25th October 2024
Contact Information	Terri Fynch Human Resources Partner 02 6651 5644 ext 306 hr@bdc.nsw.edu.au

How to apply

Please apply online via our employment web page.

Applications should include the following, preferably as pdf files:

- A covering letter that addresses your match to the requirements of the position,
- Names and contact details of three professional referees,
- Certified copies of educational transcripts/degrees or a copy of your eTAMS from NESA.



Director of Learning & Teaching (Snr. School)



Salary

Competitive remuneration between \$100,000 - \$125,000 dependent on teaching experience in line with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021. This position also attracts a Coordinator Allowance 2 (CO2) under the MEA.

Summary of role

BDC is a vibrant and student-focused Kindergarten to Year 12 Anglican college. We are looking for passionate people who can respond to the challenges and opportunities of leading education on the North Coast of NSW.

The Director of Learning and Teaching (Snr. School) is a valued member of the College Leadership Team (CLT), with the delegated responsibility for the oversight and development of pedagogical innovations and the College structures and protocols that enable it to meet the College strategic vision and compliance requirements as set by NESAs. This includes the overall programming, delivery and assessment of the curriculum in the senior school (Years 9 to 12) and reports to the Assistant Principal (Head of Secondary).

The role works closely with the Principal and Assistant Principal/Head of Secondary, to coordinate all aspects of curriculum delivery, assessment and the tracking of students in Years 9 to 12, and supports the Principal and Assistant Principal (Head of Secondary) in providing outstanding education for all students. This role is future minded and leads the Head of Faculty team through building leadership culture, developing innovative pedagogy and teaching programs, monitors student progress within a future school framework and ongoing improvement in achieving academic excellence.

Additionally, the Director of Learning and Teaching (Snr. School) will work closely with the Director of Learning and Teaching (Primary) and the Head of Middle School in the mapping of a whole school curriculum that ensures that there is a well-articulated progression through the various stages of learning at the college.

The Director of Learning and Teaching (Snr School) is an integral member of the College Leadership Team (CLT) and this role includes a 0.4FTE teaching component.

Applicants for this position must be dynamic, creative, highly organised and able to work collaboratively as part of a high-performing Heads of Faculty team.





Key Responsibilities

Leading the Vision and Mission of the College:

- Collaborate with the CLT to support and infuse the BDC Way within the College community and implementation of the College strategic plan.
- Promote the Anglican tradition, beliefs, ethos and values through innovative, empathetic, compassionate and integrity founded character traits that develop self directed learners and a life long learning disposition.
- Model leadership traits that are future minded, fosters innovation and authentic connections through curriculum design.
- Lead a future focused Heads of Faculty team in the secondary campus that encourages innovation and student first decision making.
- Design transformative professional learning opportunities that align with the College vision and strategic priorities for Heads of Faculty and staff.
- Collaborate with the Heads of School and DoLT Primary for smooth transition practices, sharing of data and student profiles as they transition into the senior school.
- Collaborate with the K-12 Director of Student Wellbeing to support wellbeing programs and student support where required.
- Lead and respond to curriculum design such as online learning, NESA requirements, STEAM initiatives and guides for best practice and changes in strategic intents.
- Prepare and lead professional learning across the senior school through strategic intents, staff focus days, Program Evaluation Days (PEDs) and Teams of Practice each year.
- Lead reflective improvement practices including data analysis and cycles of improvement eg Result Analysis Package (RAP) and Maestro data analytics.
- Participate in College Leadership Team and College Council planning days (as a guide - two days at the end of the summer vacation and one or two weekends during the year).

Timetabling:

- Liaise with the college timetabler and collaborate with Heads of Faculty, Assistant Principal (Head of Senior School).
- The Director of Learning and Teaching has responsibility for the development of the positioning of the secondary teaching timetable. Attend and lead the timetabling creation days (either remotely or in Geelong). The college timetabler completes data input, rooming, and term to term updates and changes, with approval from the Director of Learning and Teaching (Senior School) and Head of Senior School.
- Prepare elective lines for World Options (Stage 5 Electives) and Stage 6 courses to ensure efficient staffing for the secondary school.





Key Responsibilities continued;

Innovation:

- Collaborate with Heads of School and DoLT-P to embed a toolkit for learning from Year 5 to 12.
- Develop guidance and encourage best practice for embedding learning technologies in learning and teaching for staff and student use, including AI technologies, hardware and platforms that encourage ethical and sustainable use.
- Staff awareness and practice in the effective use of technology for learning and teaching.
- Develop a schedule of opportunities for students with staff who lead student programs such as debating, STEM, problem based learning, HSC Focus Days.
- Provide regular support and drive the development of the LMS (Schoolbox) across all courses.
- Support the Research Invested Schools design and implementation.
- Provide support and guidance for the implementation of BYOD, e safety, LMS course design, BDC Horizons and pedagogical development in the secondary school.
- Support and develop cross curriculum learning and assessment opportunities eg. STEM, middle school, Kaizen and World Options.
- Support and provide opportunities to embed digital badging into the learning and teaching practices of the college.

Collaboration, Communication and Administration:

- Assist the Secondary Leadership Team in operational matters including substituting for the Head of Senior School or K-12 DoSWB as required, weekly assemblies, behavior management processes.
- Communicate regularly with clarity for operational and vision of future minded areas for learning and teaching through college structures eg student assemblies, information nights, whole staff meetings, secondary briefings, weekly Bulletin, newsletters, College socials. Including the timely support of staff and students via emails and daily operational matters.
- Provide opportunities to review and refine organisational and governance structures within the senior school and in collaboration with the Office Manager and leadership support roles.
- Design and organise the curriculum and assessment sections of the staff policies and procedures and curriculum sections of staff orientation process.
- Develop and produce Stage 5 and Stage 6 academic and assessment handbooks.
- Liaise with the office of NESA as required.





Key Responsibilities continued;

Collaboration, Communication and Administration:

- Organise information evenings relating to curriculum and subject choices eg Curriculum Expo, World Options, Seen ya's On Show, Year 11 or Year 12 information nights.
- Collaborate with the Office Manager to oversee the preparation and archiving of semester student reports and their distribution to parents and the move to progressive assessment practices.
- Maintain the system for recording and tracking students' achievements and attendance, monitor such and act on any concerns and the annual awards assemblies for Year 9 to 12.
- Liaise with the Coordinator of the Learning Resource Centre to embed inclusivity and a range of supports throughout the senior school.
- Develop a pathway for acceleration and support of students in these courses.
- Provide material to the Head of School and Principal for annual reporting documents for HSC.
- Assist with staff recruitment and induction in consultation with the Head of School, Principal, the HR Generalist and the Assistant Principal (Head of Senior School).
- Manage and liaise with the Office Manager for the efficient delivery of examination blocks eg Trial and HSC Examinations, NAPLAN and Yearly Examinations for Years 10 and 11.
- Manage the process of students completing All My Own Work and HSC Minimum Standards.
- Support the process of accurate assessment schedules and term planners being created, published and updated where necessary.
- Provide the Principal and the College Council Education Committee with regular feedback on the implementation and performance of the curriculum.
- Maintain regular guidance and governance requirements for LMS Schoolbox in each KLA and drive the development across all courses.

Leading Curriculum Development, Learning and Teaching:

- Model effective interpersonal communication and collaborative skills. Including effective listening, conflict resolution, mediation, cycles of improvement and feedback.
- Lead the Heads of Faculty to review and develop programs and syllabus or curriculum implementation. Including Program Evaluation Days (PEDs) to support strategic thinking and curriculum renewal to meet the innovative practices of the college.
- Lead, prepare, publish and chair the HoF meetings.
- Provide guidance and professional learning that embeds college strategic initiatives including digital badging, Designing for Deep Learning and wellbeing practices.





Key Responsibilities continued;

Leading Curriculum Development, Learning and Teaching continued:

- Lead and respond to parent feedback and concerns, supporting Heads of Faculty with queries and parent meetings for Teaching and Learning.
- Maintain the school curriculum in accordance with college policy, NESA and syllabus requirements.
- Coordinate innovative and future minded curriculum, assessment and feedback development in association with Heads of Faculty.
- Lead the subject selection process across World Options and Stage 6. Including information sessions, HSC Mini Lessons/Taster days, Curriculum Expo, Year 10 to 11 interview process. Working closely with the Office Manager to facilitate student choice, changes and the constraints of the timetable.
- Develop, coordinate and promote opportunities that showcase student success such as Seen Ya's On Show, post HSC Brunch and the College Open Week for the senior campus.
- Report to parents and students about student performance in regard to the requirements of the NESA.
- Liaise with the Careers Pathways Coordinator for TAFE and VET courses and student pathway options.
- Monitor students, in consultation with the Library Learning and Information Services Leader, students undertaking external studies and studying through distance education.
- Work with the Principal and or Assistant Principal (Head of Secondary) to develop a flexible timetable and/or online subject offerings as required.
- Liaise and develop links with groups such as TAFE and universities eg early entry requirements.
- Coordinate student subject changes, assessment/illness/consideration process and forms, NESA ranks.
- Coordinate the organisation of secondary assessments eg examinations by collaborating with the key personnel (Presiding Officer, Office Manager, Administration Hub, Heads of Faculty, and the Property Manager) ensuring validity, reliability, accuracy and appropriateness to the year level.
- Maintain a process of assessment results ensuring that this is current and correct that is linked to Analytics for Schools/Maestro software.
- Organise and implement preparation for, and conduct of, Higher School Certificate examinations, NAPLAN and PAT testing for Years 9 and 10.
- Provide the Head of School, Principal and staff with relevant analysis of external examination results.





Key Responsibilities continued;

- Lead colleagues to select and develop teaching strategies to improve student learning using knowledge of the physical, social and intellectual development and characteristics of students.
- Lead and support colleagues within the school to select and use ICT with effective teaching strategies to leverage digital learning attributes for students or staff priorities.
- Support colleagues in selecting and applying effective teaching strategies and DDL competencies to develop knowledge, skills, problem-solving, and critical and creative thinking.
- Initiate and engage in professional discussions with colleagues in a range of forums to evaluate practice directed at improving professional knowledge and practice, and the educational outcomes of students.

Assessment and Reporting:

- Lead improvement in secondary for meaningful assessment strategies and processes with a focus on Year 9 to 12.
- Lead the discussion about formative assessment and develop a culture of assessment for learning in secondary through an effective LMS Markbook, progressive assessment practices and the Analytics for Schools/Maestro package.
- Develop a reporting schedule that delivers accurate and meaningful reports on student performance to students and parents and Parent Teacher Interviews with the Office Manager.
- Work with the Office Manager and IT Manager to have academic reports available to parents via a parent portal on the school website.
- Oversee all assessment disability provisions, extensions and appeals in the senior school.
- Lead colleagues to develop learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting requirements.
- Develop a culture of high expectations for all students by modeling and setting challenging learning goals
- Lead and evaluate moderation activities that ensure consistent and comparable judgements of student learning to meet curriculum and school or system requirements.
- Evaluate and revise reporting and accountability mechanisms in the school to meet the needs of students, parents/carers and colleagues.
- Create and administer an efficient assessment calendar for students and staff.



Director of Learning & Teaching (Snr. School)



Key Responsibilities continued;

Professional Pathways and Teacher Accreditation:

- Support the secondary campus plans for professional learning, meeting NESA requirements/accreditation and future leader development.

Compliance for NESA Requirements:

- Ensure NESA procedures are followed in relation to Record of School Achievement and Higher School Certificate
- Meet governance requirements through leading the preparation of accreditation and certification materials for school registration.
- Manage and support processes to meet NESA-based timelines and governance requirements including patterns for study, confirmation of entry requirements.
- Oversee assessment disability provisions (by LRC), extensions and appeals in the senior school.
- Support Heads of Faculty for new courses, monitor changes to programs based on NESA advice.

In addition to the duties described, it is expected the Director of Learning and Teaching (Senior School) will assist the Principal and Assistant Principal (Head of Secondary) in any other duties as required from time to time.



Director of Learning & Teaching (Snr. School)



Objectives of this role;

1. Contribute to a safe working environment, including maintaining our Child Safe environment.
2. Foster commitment to develop the whole person for our students and their own professional learning as part of the BDC Way.
3. Coordinate all resources to ensure the highest standard of student learning is realised, working within the parameters established by the NESAs, the college's governing body and its strategic plan.
4. Coordinate teaching staff requirements and monitor levels of attainment to ensure the effective and efficient delivery of the learning process.
5. Develop and implement communication strategies that foster collaborative decision-making, team building, professional development, and self-management with regard to curriculum and assessment.
6. Develop and implement strategies to communicate and deliver curriculum, assessment, student development and holistic duty of care for students to maximise learning and overall wellbeing.

Qualifications

- Evidence of teacher education studies at a recognised Australian university or tertiary institution or equivalent.
- Ability to be accredited to teach in NSW by the NSW Education Standards Authority (NESA).
- Current First Aid or CPR.

Knowledge and skills

- Excellent organisational skills with the ability to prioritise work, meet deadlines and work under pressure prioritising the needs of the College in consultation with Management.
- Able to be flexible and respond to college administrative needs as they occur.
- Model appropriate behaviour, dialogue, attention to detail, confidentiality and professionalism.
- Excellent oral and written communication skills.
- Ability to deal appropriately with material of a personal and confidential nature.



Director of Learning & Teaching (Snr. School)



Experience

- Experience leading a team of senior teachers (Heads of Faculty).
- Ability to teach at NSW Higher School Certificate level (or equivalent).
- Demonstrated innovative and contemporary learning and teaching abilities.
- Demonstrated commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team
- Demonstrated strong computer literacy with MAC and PC Applications (including but not limited to TASS, Complispace, Schoolbox, Google Apps, Microsoft Office, e-mail and internet).

Personal qualities

- Willingness to be actively involved in a K to 12 approach.
- Willingness to be actively involved in collaborative learning and teaching.
- Ability to maintain professionalism at all times.
- Demonstrated commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team.
- Able to maintain and foster empathy and focus on win/win solutions.
- Maintain high levels of personal Professionalism and Confidentiality and Supportive of the ethos of independent Anglican education

Pre-employment checks

- Current NSW Working with Children's Check.

