



POSITION DESCRIPTION

Title:	Director of Teaching and Learning
Reports to:	Principal
Direct reports to this role:	<ul style="list-style-type: none">• Allocated Heads of Department• LEC and Academic Extension Co-ordinators• Director of Careers and Pathways• Head of IB Diploma• Director of Curriculum Services• Lead Academic Administrator• Academic Administrator
Internal Liaisons:	Senior Leadership Team, Teaching Staff, People & Culture
External Liaisons:	Parents, School Curriculum Standards Authority (SCSA), Tertiary Institutions Services Centre (TISC), International Baccalaureate (IBO).
Terms and Conditions:	This is a Senior Leadership appointment. Contract term is 5 years. This role includes a 0.2 FTE teaching component.

At PLC our students and staff thrive. Ensuring each student feels known and valued provides the strong foundation of what makes PLC so special. Our dedicated exceptional teachers lead a world-class education, inspiring and developing each student's gifts and talents. PLC girls are encouraged to take risks in a safe and supportive environment, develop a lifelong love of learning and discover their strengths.

PLC regularly achieves outstanding academic results with WACE ATAR and IB Diploma results well about the State and world median, respectively. In 2023 our median ATAR was 90.65 and median IB was 36. PLC is the only girls' school in Western Australia to offer the International Baccalaureate Diploma Programme (IBDP). We take pride in knowing that our graduates emerge from PLC well-rounded, resilient, and ready to embrace the challenges of the future, no matter what pathway that student has chosen.

The Director of Teaching and Learning is a critical leadership role with high impact across the school. The successful candidate for this position will lead our school-wide commitment to developing a dynamic and innovative curriculum. Leading a team of dedicated professionals, this role will lead continual improvement and innovation in curriculum design, and delivery and ensure ongoing alignment with educational standards.

The Director of Teaching and Learning will build relationships with teaching staff based on high levels of trust and respect. Critical to success in this role is respect for student



PLC PERTH
PRESBYTERIAN LADIES' COLLEGE

voice, complex problem-solving skills and excellent professional judgement in supporting staff, students and families. As a member of the Senior Leadership Team, this role will be a positive school ambassador engaging broadly in the life of the college.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls the confidence to lead purposeful lives and make an active contribution towards the common good.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Presbyterian Ladies' College have a right to feel and be safe. We are committed to the safety and well-being of all children and young people. We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives. We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child-safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the well-being and safety of all students is at the forefront of all that they do, and every decision that they make.

Staff Obligation to Child Safety

All staff at PLC take an active role and are well-informed of their obligations in relation to the safety and well-being of children and young people at PLC. The PLC Statement of Commitment to Child Safety and Wellbeing and relevant policies have been developed in line with the National Principals for Child Safe Organisations. They are incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.



Key Duties and Responsibilities

Strategic Leadership

- Demonstrate and model strong dedication to the Colleges' values, vision and purpose.
- Contribute to and implement the Colleges' strategic plans.
- Lead PLC Teaching and Learning Strategy across the School.
- Influence positive change and continual improvement initiatives.
- Support and grow the strategic partnership between Scotch College and PLC including working closely with Scotch College on our shared cross campus classes.
- Be a visible leader in both the Junior and Senior School, participating in activities and events.
- Actively lead Teaching and Learning Committees and representative groups.
- When required by the Principal, work collaboratively with the Council and sub-committees of the Council on matters of strategy and governance.

Leadership in Learning

- Drive the development and delivery of a contemporary, challenging and flexible curriculum that caters for the needs of individual students.
- Understand, apply and share educational research theory and innovations in pedagogy, assessment and reporting.
- Be responsible for the planning, development, evaluation and ongoing improvement of assessment, reporting and timetabling in the Junior and Senior Schools.
- Lead the Head of Library and Information and Learning Technologies and their team to drive continual improvement in innovative teaching and learning practices.
- Direct planning, implementation, development and continuous improvement of Western Australian Certificate of Education (WACE) and International Baccalaureate (IB) courses, working with Heads of Department and IB Coordinators in the Junior and Senior Schools.
- Lead a whole school approach to learning and teaching across the Junior and Senior Schools.
- Oversee the coordination of internal and external examinations and testing, including WACE, IB and OLNA.
- Determine internal testing protocols in conjunction with the Heads of Schools and Heads of Departments.
- Lead the reporting process and associated communications at PLC.
- Be responsible for National, State and IB curriculum course compliance requirements and overseeing the implementation and communication of requirements to all stakeholders – staff, students, parents and reporting bodies.



- Manage and be responsible for compliance with the School Curriculum and Standards Authority, including provision of all required data.
- Work with the Academic Extension Co-ordinator and the Learning Enrichment Centre Co-ordinator to support the learning needs of all students.

Staff Leadership and Management

- Actively demonstrate safe, respectful and inclusive conduct and require this of others.
- Facilitate a positive working environment by clearly communicating responsibilities, providing feedback and engaging in collaborative practices.
- Work closely with the Director of People and Culture to recruit, select, onboard and induct teaching staff and other relevant team members.
- Support the professional growth of all direct reports and facilitate their annual growth process.
- Support the Deputy Principal and Director of People and Culture with the annual Teacher Growth and Development programme.
- Oversee and coordinate the Monday afternoon professional learning programme for all teaching staff.
- Consistently support, both publicly and privately, the other members of the Senior Leadership Team.
- Promote excellence and challenge under-performance by encouraging effective intervention, coaching and follow-up.
- Have overarching responsibility for Department budgets and spending in collaboration with Department leaders.

Organisational and Commercial Leadership

- Demonstrate commitment to the College's priorities through effective strategic planning, educational administration, budget, human resources management and facilities management practices.
- Monitor outcomes, manage change and implement agreed systems and processes to meet the College's objectives.
- Engage in evaluation and review to support improvement.
- Prepare and manage relevant budgets including working closely with the Chief Finance Officer and Director of People and Culture on the teaching staff budget
- Chair and participate in relevant School Committees.
- Be responsible for relevant registration and compliance requirements using the online Tickit system.
- Administer the policy and process associated with academic prizes awarded within the College.
- Be the primary point of contact for School Curriculum Standards Authority (SCSA) and Tertiary Institutions Services Centre (TISC) for the College



- Be the decision maker on curriculum-related entries in the school calendar.
- Support the Registrar and other key staff in promoting the Teaching and Learning programme and School programme generally.
- Provide the Principal with regular teaching and learning reports for Council.
- Manage, plan and oversee the development of the annual school timetable including subject offerings and staff allocations for Junior School and Senior School in collaboration with the Heads of School, Director of Curriculum Services and Scotch College representatives.
- Collaborate with the Heads of Schools to facilitate K-12 compatibility across both timetables.
- Review timetable needs annually to ensure the timetable
 - meets the needs of staff and students,
 - reflects contemporary educational practices.

Student Engagement and Wellbeing

- Liaise with the Head of Senior School, Dean/s of Wellbeing and Pastoral Care and the Pastoral and Academic Care Co-ordinators to develop and maintain a holistic approach to student learning.
- Encourage student voice and use this to inform decision making.
- Support students who face challenges in their learning, facilitating differentiation, care and inclusion.

Stakeholder Management

- Collaborate with stakeholders (internal and external) in a positive, professional, consultative and solution-focused manner.
- Support the organisation and effective delivery of parent information sessions across the School.
- Meet with parents as and when required.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students
- Participate in any health and safety training and manage staff engagement and completion.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time



- Report all hazards and incidents that the individual is a party to, or observes, in the correct manner.
- Model safe, respectful and inclusive conduct.
- Engage in preventative action and proactive resolution of hazards, risks and incidents.

Knowledge, Skills, Experience and Attributes

- A passionate leader with a genuine desire to contribute to the growth of young people through innovation and continuous improvement in teaching and learning at PLC.
- Significant experience in education including in the development of curriculum programmes and implementation of assessment and reporting systems.
- Excellent verbal and written communication and presentation skills.
- Demonstrated management of staff and team-building experience.
- Proven knowledge and experience with school timetables.
- Experience working within a senior leadership role (desirable).
- Demonstrated experience in strategic and visionary thinking.
- The ability to gain the confidence of students, staff, parents and other members of the School community.
- Capacity for complex thinking and confident decision-making.
- A leadership style that demonstrates honesty, integrity and compassion.
- Ability and willingness to uphold and role model the School's Values of Integrity, Community, Learning and Effort.

Qualifications, and Certifications

- Relevant university degree and education qualifications.
- Demonstrated experience in an educational leadership position.
- Current Working with Children Check and Police Clearance.
- Current WA Teachers Registration Board Certification, or eligibility for registration in WA.
- Experience and knowledge of the International Baccalaureate programme (desirable)
- Postgraduate qualifications (desirable).