



## ROLE DESCRIPTION

### DIRECTOR OF PROFESSIONAL LEARNING

#### 1. ROLE PURPOSE

The Director of Professional Learning for the Arts Hub (English, Drama, Music, Visual Arts, Library and Languages) will be a motivated and passionate educator with a commitment to leading the accreditation and professional development needs of the academic staff. It is expected that the Director of Professional Learning will be an experienced leader, with subject matter expertise in one of more of the Arts Hub areas that can be applied to identify learning needs and develop peer capability. The position calls for a confident and approachable person who is able to encourage, develop and nurture the teaching skills of staff from multiple departments, while aligning the teaching and learning goals to improved teacher performance and student outcomes.

The role forms part of a team that is led by the Deputy Head 7-12 and is focused on enhancing the teaching and learning capability of the Knox academic community. The Professional Learning team supports Heads of Department in leading, developing and coordinating professional learning opportunities for staff and supporting the teachers' accreditation journeys. Therefore, an ability to have the confidence and communication skills to lead professional learning and the skills and knowledge to enhance quality teaching at Knox.

#### 2. ROLE RESPONSIBILITIES

- In consultation with the Deputy Head 7-12 Teacher and the Arts Hub Heads of Department, identify the learning needs of the academic staff, collectively and individually.
  - Align the development and delivery of teacher learning solutions to data driven student needs, with associated measures to determine the direct impact on student outcomes.
  - Lead and facilitate the accreditation process for all National Teaching Standard levels.
  - Maintain current legislative awareness of teacher accreditation and maintenance requirements and guidelines, and communicate them effectively across the school community.
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- Support the Deputy Head 7-12 in managing the School's relationship with NESAs, including the maintenance of accreditation and the School's status as an endorsed provider of professional learning.
  - Progress the School's status to being an endorsed provider for Highly Accomplished (2016) and LEAD (2017) learning solutions.
  - Identification of individual staffing accreditation opportunities and requirements.
  - Support the School's registration process, including the submission of associated materials.
  - Support the Professional Learning team with the design and delivery, and NESAs endorsement of professional learning courses and learning materials as required.
  - In collaboration with the Deputy Head 7-12 and the Heads of Department, facilitate and support the Professional Development Plans for teachers.
  - Participate in ongoing professional development related to job responsibilities and maintaining expertise in the field.
  - Lead the development of online learning solutions, aligned to professional learning needs.
  - Support for ad hoc tasks as required within the Human Resources and Professional Learning functions of the School.

### 3. ROLE ACCOUNTABILITY

#### Teaching and Learning:

- To research and investigate innovative approaches to meeting the department learning needs
- To work with the analytics team to gather current and relevant student outcomes data to inform departmental learning activities
- To work with the Deputy Head 7-12 and Heads of department to identify and support the professional learning needs of teachers
- To understand NESAs accreditation requirements as they relate to teaching staff
- To plan, document and evaluate programs and processes that relate to professional learning activities including teacher feedback and student outcomes
- To engage and inspire peers in their professional development endeavours
- To lead the data capture for evaluation and teacher development purposes, including surveys and lesson observations
- To provide support for the Knox da Vinci program

#### Strategic Planning:

- To assist in the medium and long term strategic planning process for a whole School professional learning program
- To assist in the investigation of new professional learning solutions for enhanced academic outcomes, as well as student and staff well being
- To assist the School in taking a systematic and planned approach to using technology to support learning

#### Communication / Networking:

- To work with teachers in a way that is professional, affirming, collaborative and rewarding
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- To be a highly effective communicator and negotiator with colleagues within and across departments
  - To have high level professional presentation skills appropriate for staff meetings and information sessions
  - To play an active and constructive role in whole of school Professional Learning activities

#### Administration and Support:

- To work closely with colleagues in the School's administration and support departments when required
- Acquire a detailed knowledge of the School's operating systems/databases so as to assist teachers in their professional duties
- Review and enhance administrative processes aligned with teacher learning and development

#### Staff Professional Development:

- To assist all teachers from the adventurous to the most cautious with their individual ongoing professional development requirements
- To work under the leadership of the Deputy Head 7-12 to provide quality personal and professional development opportunities on-site for all staff
- To work in collaboration with Heads of Department to plan group based professional learning opportunities

#### Skills, abilities and personal attributes:

- Profound subject matter expertise in one of the ARTS Hub subjects - English, Drama, Music, Visual Arts, Library and/or Languages
- Proven leadership capabilities
- Outstanding communication skills including the ability to cater to the needs of teachers at different levels of proficiency in a positive and collaborative manner
- Proven ability to manage time and prioritise work schedules
- Openness to ongoing personal and professional development thorough professional courses, professional networking and personal interest
- A sense of purpose and mission that underpins the work being undertaken
- Analytical skills to make insightful decisions regarding student and teacher development needs

## 4. ESSENTIAL CRITERIA

- Understanding of NESA standards and their application
  - Strong interpersonal, leadership and motivation skills
  - Recent Stage 6 teaching experience in English, Drama, Music, Visual Arts, Library and/or Languages
  - Ability to demonstrate and inspire the educational application of contemporary technologies
  - A strong sense of teamwork and collegiality
  - Skilled in data analysis
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## 5. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

## 6. LENGTH OF TENURE

The Director of Professional Learning is an ongoing appointment. As with all school staff, the role will undergo regular processes of appraisal.

## 7. TEACHING REQUIREMENTS

The Director of Professional Learning will receive appropriate release from classroom teaching to deliver against the requirements of the role.

## 8. REMUNERATION

The Director of Professional Learning will receive the appropriate Leadership Level Allowance in addition to the appropriate Band level of the Multi-Enterprise Agreement.

Superannuation in line with the regulatory requirements to be paid by the School in addition to salary.

*Please note:*

*All staff are subject to mandatory screening procedures in line with Child Protection Legislation*