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## ROLE DESCRIPTION

### DIRECTOR OF STUDIES STAGE 5

#### ROLE PURPOSE

The Director of Studies Stage 5 is a member of the Middle Secondary Academy Team, the School Curriculum Committee and the K-12 Management Team which is inspired at all times by the values of faith, wisdom, integrity, compassion and courage. The Director of Studies has delegated responsibility for the curriculum leadership of Stage 5.

#### ROLE RESPONSIBILITY

The Director of Studies Stage 5 is directly responsible to the Head of Middle Secondary Academy and indirectly to the Deputy Head of Student and Teacher Excellence K-12. The Director of Studies Stage 5 works closely with the Directors of Studies supporting Stage 4 and Stage 6 under the leadership of the Deputy Head of Student and Teacher Excellence K-12.

#### ROLE ACCOUNTABILITY

##### Team Leadership

As part of the broader teaching and learning team across the School, the Director of Studies Stage 5 will lead and develop the educational philosophy and pedagogical framework in the Middle Secondary Academy to deliver innovative curriculum that fosters creativity and curiosity in students across all aspects of their learning experience while ensuring compliance with NESAs and other regulatory requirements. Under the leadership of the Head of Middle Secondary Academy and the Deputy Head of Student and Teacher Excellence, the Director of Studies Stage 5 will help to develop and support an efficient Middle Secondary Academy Team in line with the concept of team work and team participation.

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Leadership of the Middle Academy curriculum includes:

- Working with all Curriculum team members at the weekly meetings to help contribute to holistic curriculum design across the school
- Input and support to academic research projects facilitated by the Deputy Head of Student and Teacher Excellence.
- Identifying year group academic progress and general trends, in partnership with the relevant analytics and leadership team members.
- Working with Heads of Department and Directors of Professional Learning to identify professional development opportunities for the academic community.

## Organisation

The Director of Studies Stage 5 is responsible for assisting the Head of Middle Secondary Academy with:

- The collation and distribution of policy and procedures relevant to the Academy.
- The collection and distribution of curriculum information, NESA bulletins and other relevant curriculum information.
- Liaising with the NESA and other agencies.
- General advice on curriculum issues.

## Administration

The Director of Studies Stage 5 is responsible for;

- The support of the curriculum team as a team member and valued contributor
- Working as part of an Academy team on the following;
  - speech day
  - class lists
  - daily operational matters
  - daily, weekly and yearly planning
  - class placements for existing and new students
  - da Vinci at risk process
  - Coordination of examination and testing procedures, protocols and logistics in conjunction with the Operations team
  - Reports

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- Administration of the Illness/Misadventure Appeals process in line with NESAs guidelines as published on the Assessment Certification Examination (ACE) website
  - Organisation of subject information nights, for example Elective Evenings
  - Liaising with the Head of Academy to assist in organising activities including Parent / Student / Teacher evenings, scholarship applications,

## Teaching and Learning

- Monitor, evaluate and support the development of quality teaching and learning programs and assessment tasks, including modifications for students with specific learning needs and high potential learners.
- Facilitate the implementation of the cross-curriculum priorities and general capabilities of the NSW Syllabus for the Australian curriculum, with Heads of Department and Assistant Heads of Department.
- Facilitate the development and implementation of Integrated Learning Activities (ILAs) in collaboration with the curriculum team, Heads of Department and Assistant Heads of Department
- Liaise with Learning Enhancement in order to facilitate differentiated teaching and learning programs and the development of Individual Education Plans (IEPs) and to assist in the administration of Disability Provisions
- Embed the organisational and study skills capabilities, with a clear scope and sequence, necessary for students to flourish in each stage of their learning
- Monitor assessment schedules and programs including overseeing production of the Assessment Policy booklet
- Monitor and evaluate student academic progress, manage follow up strategies as required and disseminate information to students, staff and parents
- Family academic conferences, including goal setting and subsequent individual student coaching
- Implement and support major school projects, including AIS initiatives
- Contribute to Team Leader newsletter as required
- Work closely with academic portfolio team for relevant stage (student leadership)
- Monitor and evaluate faculty programs and assessment tasks

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## Positive Education

- Contribute actively to the School's Positive Education framework as a fundamental operational strength of the Middle Secondary Academy and to support the holistic education of all boys within the Middle Secondary Academy
- Provide holistic support to complement the Knox Total Fitness model through the tracking of student progress

## Staff Supervision

- Ensure that staff working in the curriculum area of responsibility within the Middle Secondary Academy are responsive to the expectations of Knox Grammar School and that their work is closely supported, resourced and supervised
- Provide guidance to staff who contribute to the teaching and learning framework of the Middle Secondary Academy such as; the Library Team, the Learning Enhancement Team, the Operations Co-ordinator

## Community Relationships

- Support the work of the Head of Middle Secondary Academy in building strong relationships across the School to contribute to a seamless transition of students across stages
- Support parents and all members of the School community to understand the educational strategies, curriculum requirements, philosophy and practices of the School

## LENGTH OF TENURE AND APPRAISAL

The Director of Studies Stage 5 is appointed on an ongoing basis and will be expected to undergo processes of Performance Appraisal at regular intervals. Reviews will focus on agreed key performance indicators and will be conducted by the Head of Middle Secondary Academy or by an external appraiser or an appraisal panel selected by the Headmaster.

## REMUNERATION AND TEACHING REQUIREMENTS

The Director of Studies Stage 5 position is defined as a Leadership Level 3 Allowance position and carries a 0.5 fte teaching load.

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## WORK HEALTH & SAFETY

The Director of Studies Stage 5 will play a key leadership role in the development and maintenance of a safe working environment in accordance with WHS legislation within the Middle Secondary Academy.

*Please note: Successful applicants will be required to provide the School with a current Working with Children Check number in accordance with Child Protection legislation*