POSITION DESCRIPTION
Dean of Teaching and Learning (Senior School) and Classroom Teacher

POSITION TITLE
Dean of Teaching and Learning (Senior School)

RESPONSIBLE TO
Head of Senior School

TIME FRACTION
1.0 including a teaching component of approximately 0.4

STATUS
Permanent teaching position, with 5 year tenure on leadership position.

SALARY AND CONDITIONS
Band 2, Level 3
Pursuant to the Seymour College Inc. Workplace Agreement 2016 or its successor.

Teaching staff at Seymour College are committed to the following practices which underlie a successful education experience. All Seymour teachers will:

- be enthusiastic in promoting student learning;
- provide opportunities that encourage all girls to realize their full potential;
- provide a learning environment that is safe, positive, caring and respectful;
- cater for the differing learning styles and abilities of all students;
- encourage all students to become independent learners;
- encourage critical thinking, problem solving and cooperative learning practices;
- strive for continuous improvement through reflective practice, professional learning and participation in a supportive appraisal process;
- work collaboratively and positively;
- uphold the Code of Ethics for Seymour College Staff;
- uphold the Vision, Values, Traditions and Mission of Seymour College.
Purpose

The Dean of Teaching and Learning (Senior School) is a member of the Senior School Leadership Team, which is led by the Head of Senior School. The incumbent works collaboratively with the Dean of Wellbeing (Senior School) to ensure that each student in the Senior School is known, supported and challenged. The Dean of Teaching and Learning is responsible for the quality of pedagogy, assessment and curriculum in Years 10 to 12 across the Australian Curriculum, SACE and IB Diploma Programme. They will liaise with Heads of Department, classroom teachers, the Vocational Education Coordinator, Student Counsellors and other key staff, to ensure that student performance is tracked and maximised and that appropriate academic intervention and post-school opportunities are available for all Seymour students.

Key Knowledge and Skills

1. An overriding commitment to, and high aspirations for, student learning and holistic wellbeing.
2. The ability to inspire others in the pursuit of excellence and continuous improvement.
3. Experience in leading course design, curriculum and assessment development.
4. A deep understanding of the SACE and IB Diploma Programme and the interpretation, analysis and evaluation of student achievement data to improve instruction.
5. An understanding of assessment and reporting and a commitment to the development of online and continuous reporting development.

Key Competencies

The key competencies required to fulfil the role are:

1. **Leadership:**
   The ability to communicate effectively, develop others, be self-aware, have drive and purpose, be an influencer.

2. **Facilitating effective teaching and learning:**
   Facilitating effective teaching and learning through empowering and motivating the teachers within an environment of trust and respect. Helps others learn new systems, processes, or programmes.

3. **Promoting and achieving outcomes of excellence:**
   Uses effective techniques to define outcomes and expectations.

4. **Policy and strategic development**
   Demonstrates a willingness to share ideas and perspectives and encourages others to do the same. Present information, analysis and ideas in writing in a clear and convincing manner.

5. **Manage resources**
   Develops programmes and resource plans. Manage resources and budgets in consultation with the Head of Senior School, Business Manager and Principal.

6. **Building and maintaining relationships:**
   Builds trust, demonstrates honesty, keeps commitments and behaves in a consistent manner. Develops, maintains, and strengthens partnerships with others inside or outside of the College and community, who can provide information, assistance, and support.
Note: The document contains information about a role at Seymour College, a Christian school, and the responsibilities and attributes expected of the successful applicant. It emphasizes the role's alignment with Christian principles and the need for applicants to be supportive of such an educational environment.

7. General
   - Work under the direction of the Head of Senior School to apply whole-school teaching and learning strategies in the Senior School.
   - Be a leading member of the Academic Leadership Team.
   - Be a leading member of the EY-12 Teaching and Learning Strategy Team.
   - Oversee the administration of the South Australian Certificate of Education (SACE) and International Baccalaureate Diploma Programme in the Senior School.
   - Contribute to the College timetabling process as a member of the Timetable Steering Committee.
   - Check accuracy and precision of all student reports in the Senior School, in conjunction with the Head of Senior School.
   - Cultivate suitable student enrichment opportunities both inside and outside the College.
   - Manage the subject selection and subject change process in the Senior School.
   - Maintain a formal and informal presence throughout Senior School classrooms.
   - Conduct any investigations into potential academic misconduct or dishonesty in conjunction with Heads of Faculty.
   - Sit on selection panels for teaching positions in the Senior School.
   - Lead Professional Learning activities for teaching staff in the Senior School.
   - Undertake a teaching role of approximately 0.4.

8. Personal Attributes
   - The desire to improve and develop, both as a reflective practitioner and as a team coordinator.
   - The ability to work under pressure whilst maintaining a sense of perspective and humour.
   - Commitment, honesty and integrity.
   - Resilience and tenacity.

9. Work Health and Safety
   - Contribute to health and safety of self and others.
   - Apply Work Health Safety (WHS) regulations, codes and practices in the workplace.
   - Ability to perform CPR as required.
   - Ability to apply first aid as required.
   - Identify hazards and assess WHS risks for Senior School excursions and field trips.
   - Identify risk and apply risk management processes.
   - Contribute to WHS hazard identification, risk assessment and risk control.

As the programs and activities of Seymour College are based upon strong Christian principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment.