



## **LEADING TEACHER** **(LEARNING AND TEACHING POL 4)**

### **ROLE DESCRIPTION**

#### **PURPOSE OF THE ROLE:**

The Leading Teacher - Learning and Teaching is a key member of the School's Leadership Team and is therefore called upon to share in and give direction to the educational and faith life of the School.

The Leading Teacher - Learning and Teaching supports the Principal and Leadership Team in providing strategic leadership of the School.

The Leading Teacher - Learning and Teaching will have specific responsibility for overseeing and leading Literacy and Numeracy teaching and learning.

The Leading Teacher - Learning and Teaching is delegated to exercise direct responsibility in specifically designated areas, including the overseeing of:

- The Professional learning needs of staff in Literacy, Numeracy and Enquiry.
- Lead and inspire professional engagement through the development of collective efficacy in Professional Learning Communities.
- Capacity building of staff to ensure every teacher is an expert teacher.
- Whole school improvement processes and ongoing review of Literacy and Numeracy.

The Leading Teacher - Learning and Teaching will be expected to:

- Build teacher capacity through professional learning to enable improvement in literacy and numeracy outcomes for students.
- Support teachers, through coaching, mentoring, and modeling, to deliver targeted, focused, and explicit teaching.
- Work closely and collaboratively with the Leadership Team.
- Work with the Learning Diversity Leader.
- Continue to maintain a consistent approach to learning and teaching across the school.
- Promote and incorporate reflective and collaborative practices.
- Use data to inform effective teaching and learning to address student needs.
- Maintain and implement a data plan
- Monitor curriculum scope and sequence.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

##### **1. Leadership and coordination, the Leading Teacher - Learning and Teaching will:**

- Work with the school leadership team
- Nurture self and others professionally and personally.

- Provide instructional leadership in the area of effective planning and pedagogy in literacy/numeracy.
- Lead a whole school approach to literacy/numeracy pedagogy and structure.
- Lead and collaborate with teams in targeted teaching, planning, pedagogy, and evidence based practice.
- Meet regularly with the Principal.
- Participate in all Teaching and Learning Network meetings.

**2. Personalisation and Professional Learning, the Leading Teacher -Learning and Teaching will:**

- Work to continue to foster an engaging learning environment for staff, promoting continuous teacher learning.
- Coordinate the training of classroom support to ensure that student needs are precisely addressed according to need.
- Support the Professional learning of staff in the area of Literacy/Numeracy.
- Analyse, interpret, and use qualitative and quantitative data (student, classroom and school/level).
- Assist teachers to understand and utilise the assessment data gathered.

**3. School & Classroom organisation, the Leading Teacher - Learning and Teaching will:**

- Ensure that appropriate resources are available for effective learning and teaching.
- Promote and assist teachers in implementing a valued daily Literacy/Numeracy block, utilising best practices in Literacy/Numeracy pedagogy and structure.
- Monitor timetabling and structure of literacy/numeracy teaching, ensuring key elements of literacy/numeracy are covered.

**4. Classroom Teaching, the Leading Teacher - Learning and Teaching will:**

- Support classroom teachers through mentoring, modeling and coaching, which may include teaching and co-teaching.
- Promote school wide approaches and teaching strategy use.
- Build expert teacher practice in the areas of literacy and numeracy.
- Monitor planning documents and develop a uniform and consistent model.

**5. Student Adjustment, the Leading Teacher - Learning and Teaching will:**

- Liaise with the Learner Diversity Leader regarding successfully implementing learning adjustments for students.
- Monitor the progress of students considered “at risk” and assist with the development of Individual Learning Plans.

**6. Home, School and Community Partnerships, the Leading Teacher - Learning and Teaching will:**

- Promote partnership and engagement with the school community.
- Liaise with teachers regarding parent information workshops.
- Facilitate the promotion of the area of Literacy/Numeracy through special events such as the Book Week, etc.

**7. Management and Administration**

- Work closely with the Principal as a member of the School Leadership Team in formulating and implementing School policies and procedures.
- Work with the Principal to embed operational decision-making processes on aspects of school organisation and management.
- Share in the development of and implementation of appropriate practices relevant to the day-to-day operations of the school.

- Review and monitor school policies and procedures pertaining to learning and teaching to ensure alignment and compliance with the School's Strategic Direction and statutory requirements.
- With Leadership, oversee the professional development calendar and closure days
- Coordinate, and delegate as required, the management of emergency teachers, timetables, rosters, and emergency management procedures.
- Be responsible for developing and maintaining the formatting of SIMON reports.
- Maintain the VIT register
- Maintain WWCC register

#### **8. Child Safe**

- Ensure staff and self complete the Mandatory Reporting e-module yearly and participate in professional development around Child Safe Standards..
- Ensure that staff and self comply with the Code of Conduct at all times
- Respond to, and support staff when reporting allegations of abuse in collaboration with the Principal.

REVIEWED 6.11.23. Paul Dullard and Vin Ryan