ROLE DESCRIPTION
HEAD OF TEACHING AND LEARNING

The Head of Teaching and Learning is responsible and accountable for the quality of teaching and learning in the Senior School at Meriden, and for the Senior School students’ academic achievements and results.

GENERAL

The Head of Teaching and Learning is to:
- oversee the quality of teaching and learning in the Senior School
- oversee the assessment procedures in the Senior School
- oversee all reporting mechanisms in the Senior School
- oversee all testing procedures in the Senior School
- oversee the professional development of the teaching staff in the Senior School
- keep the Principal informed of relevant academic matters as they arise
- be a loyal and contributing member of the Executive team

N.B. The Dean of Studies, the Coordinator of Innovative and Online Learning, the Head of Library Services, the Head of Academic Support, the Reporting Officer, the Enrichment Coordinator and, on occasions, the Dean of Staff, report directly to the Head of Teaching and Learning.

The Head of Teaching and Learning reports directly to the Principal.

SPECIFIC TASKS

Teaching and Learning

The Head of Teaching and Learning is to:
- be an outstanding classroom practitioner, taking responsibility for one class or equivalent thereof, and contribute to the relevant department
- ensure a seamless transition between Years 6 and 7
- ensure that the quality of the core teaching aspects of the Year 7 program are maintained at an appropriately high standard
- review the results from the Allwell Academic Tests and the results from national testing, and to liaise with Heads of Departments and the Head of Academic Support with regard to the results
- review the teaching and learning programs of the Senior School
- assist the Dean of Studies and the Principal in collating and reporting on the HSC results upon their release
- analyse HSC results in conjunction with Heads of Department and the Principal
- approve the programs for PK-12 Professional Development afternoons, staff days and courses
- meet regularly with, and to enhance the work of, the Head of Academic Support, the Head of Library Services and the Enrichment Coordinator.
Leadership
The Head of Teaching and Learning is to:
- model excellent teaching
- think strategically, reflectively, creatively, flexibly and holistically with regards to teaching and learning
- stay abreast with current trends and thinking in education, especially with regards to teaching and learning
- promote the implementation of current and effective teaching and learning strategies, such as differentiation, feedback, Visible Thinking, the use of ICT and a growth mindset
- oversee the implementation and the refinement of and the use of the Fidelis Model, in consultation with the Principal
- introduce and oversee initiatives that will improve the quality of teaching and learning at Meriden
- take responsibility for the teaching and learning component of the Strategic Plan
- make decisions based on quantitative and qualitative data
- review the curriculum at Meriden on a regular basis
- make regular contributions to the fortnightly newsletter
- provide assistance and support to any Head of Department who is in need of professional advice and direction
- keep the staff up-to-date with current educational issues
- assist the Deputy Principal with the School’s regular registration processes
- attend Year Assemblies regularly to answer queries regarding academic matters.

Meetings
The Head of Teaching and Learning is to:
- chair Heads of Departments meetings and to verify the Minutes that are taken in these meetings
- attend Heads meetings
- attend Leadership Team meetings
- attend Management Team meetings
- attend ICT meetings.

Reporting
The Head of Teaching and Learning is to:
- establish the reporting timeline for each semester
- edit course descriptions and outcomes for reports
- prepare style rules for reports for the Staff Handbook
- liaise with the Reporting Officer and the relevant secretarial staff to ensure that reports are accurate, complete and ready by the due date
- introduce reporting initiatives that maximise use of Meriden’s technology
- proof read reports, ready for signing by the relevant member of the Executive.

Community
The Head of Teaching and Learning is to:
- act as the contact person for parents’ enquiries regarding reports
- organise parent teacher interview afternoons
- oversee the study schedules and academic progress of Olympus and Amadeus girls and other girls with special needs in conjunction with the Director of Sport, the Head of Music and the Head of Academic Support.
Administration
The Head of Teaching and Learning is to:

- **In relation to assessment**
  - oversee the administration required for the Scholarship Testing Day, the Assessment Day and Preview Day
  - liaise with the Head of the Junior School and the appropriate HODS with regards to the class placement of girls going into Year 7
  - ensure that assessment tasks are appropriate, accurate and timely.

- **In relation to curriculum**
  - oversee the curriculum requirements of the Senior School registration process
  - carry out any necessary curriculum review processes
  - initiate curriculum developments and change (including subject selection and alternate study pathways) in consultation with the Principal.

- **Other**
  - manage the PD budget and grant approval to applications or otherwise in the Senior School
  - liaise with AIS with regards to any AIS courses that are hosted at Meriden
  - oversee the provision of Academic Support, ESL Support and Enrichment programs at the Senior School
  - assist HODS to carry out their jobs effectively
  - oversee the purchase of textbooks
  - organise the prizes for Speech Day and the Year 12 Prize Giving ceremonies
  - coordinate and organise prize winners on Senior School presentation days to ensure all girls know procedures by organising a rehearsal prior to the event
  - carry out other duties as requested by the Principal.

**PERSONAL QUALITIES**

The Head of Teaching and Learning needs to:
- be willing to work hard, in recognition of the seniority and significance of this position
- recognise creative opportunities in teaching and learning, and to act upon them
- communicate constructively and frequently to other staff members, and especially Heads of Department and senior staff members
- be an integral member of the school community and the Executive Staff
- be positive, optimistic, organised and a team player
- be loyal to the School and publicly supportive of the Principal’s decisions
- be passionate and well-informed about girls’ education.