

Role Description

Head of Teaching and Learning

Reports to: Principal

Collaborates with: Head of the Junior School, Head of Campus, Head of Student Wellbeing, Head of Operations

The Head of Teaching and Learning is responsible and accountable for the quality of teaching and learning at Meriden. In particular, the focus of the Head of Teaching and Learning is to raise student achievement and ensure quality teaching and learning across the Senior School consistent with Meriden's Fidelis Model, strategic plan, vision, mission and values. The Head of Teaching and Learning is part of the school executive, and the position holds particular responsibility for shaping the School's vision to establish a learning community that provides an international standard of excellence in girls' education. The Head of Teaching and Learning is expected to contribute to the leadership of the School in all aspects – academically, spiritually, pastorally, and cocurricularly.

It is expected that the Head of Teaching and Learning will attend formal school functions in a leadership capacity and as many informal occasions – such as concerts, festivals and sport matches – as possible.

All members of the Leadership team at Meriden are expected to contribute to the Christian ministry of the School by praying for the School, leading devotions if required, and attending events such as prayer meetings and Bible studies.

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 the reporting mechanisms in the Senior School
- oversee the academic 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.

Many of the Deans and all the Heads of Department report directly to the Head of Teaching and Learning.

Specific Tasks

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 national and global trends and research in education to ensure a culture of improvement in teaching and learning
- promote the implementation of current and effective teaching and learning strategies and assessment frameworks
- oversee the implementation, 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

- review the curriculum options offered at Meriden on a regular basis to ensure a challenging and flexible program
- oversee and manage the professional learning opportunities for all academic staff
- provide assistance and support to any Head of Department who is in need of professional advice and direction
- keep the staff informed of current educational issues and trends
- make regular contributions to the fortnightly newsletter and communicate with parents, students and staff on matters of curriculum and learning
- assist the Director of Compliance with the School's regular registration processes
- oversee prize calculations for Speech Night and Year 12 Graduation.
- chair and/or attend various meetings including Heads of Department, Leadership, Management and ICT meetings.

Reporting

The Head of Teaching and Learning is to:

- establish the reporting timeline for each semester
- prepare style rules and guidelines for effective reporting
- introduce initiatives that enhance the effectiveness of student reports
- establish proofing processes which ensure the accuracy of student reports.

Community

The Head of Teaching and Learning is to:

- act as the contact person for parents' enquiries regarding academic matters
- organise and attend parent information sessions and provide information on academic matters.

Curriculum

The Head of Teaching and Learning is to:

- ensure that assessment methods meet outcomes and are appropriate, accurate and timely
- 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

The Head of Teaching and Learning is to:

- liaise with the Head of the Junior School, the Head of Student Wellbeing and the appropriate HODS with regards to the class placement of girls
- manage the Professional Development and departmental budgets and approve professional development applications for teaching staff in the Senior School
- oversee the provision of Academic Support, EAL/D Support and Enrichment programs at the Senior School
- carry out other duties as requested by the Principal.

Personal Qualities

The Head of Teaching and Learning is to:

- have relevant post-graduate qualifications in education
- 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
- be positive, reliable, generous, organised and a team player
- demonstrate personal integrity and compassion
- be loyal to the Principal and publicly supportive of her decisions.