Thank you for your interest in the Teaching and Learning Leader position. At Ringwood Secondary College, we are seeking a high performing educational leader who can make a positive and significant contribution to the realisation of the College’s preferred future and its vision for learning.

The successful candidate will be expected to be an active member of the College Leadership Team. As an educational leader, the person will be committed to the leadership and management of change and continuous school improvement. The person will have specific portfolio duties and will be actively involved in whole school leadership. As a member of the Leadership Team the educational leader will be committed to their own professional learning and creating and sustaining a performance and development culture.

Major roles and responsibilities have been grouped around the Department of Education and Training Framework for Improving Student Outcomes (FISO). These are designed to assist in further developing a Community of Practice at Ringwood Secondary College.

<table>
<thead>
<tr>
<th>Strategies</th>
<th>Description</th>
<th>Responsibilities</th>
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<tr>
<td>1 Curriculum Planning and Assessment</td>
<td>Supporting whole school improvement process</td>
<td>Developing improvement practices that increase student achievement and cognitive engagement</td>
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<tr>
<td>2 Building Practice Excellence</td>
<td>Expert knowledge about learning and maximising school capability</td>
<td>Demonstrating and modelling excellent classroom teaching and delivery of professional development programs</td>
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<tr>
<td>3 Empowering students and building school pride</td>
<td>Harnessing the school’s social and interpersonal potential</td>
<td>Supporting wider school programs and developing processes for ongoing contributions from students for school improvement</td>
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<tr>
<td>4 Building leadership teams</td>
<td>Developing, implementing or overseeing a team improvement plan</td>
<td>Overseeing the performance of a team of staff, including goal setting, mentoring, shadowing</td>
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<tr>
<td>5 Building Communities</td>
<td>Leading the school community by defining, strengthening and articulating values and beliefs that give the school its unique identity</td>
<td>Modelling processes that bind the parents and staff within the school community.</td>
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Teaching and Learning Leader Responsibilities:

- Be an active member of the Leadership Team and make a high level contribution to the implementation of the goals and priorities of the School Strategic and Annual Implementation Plans
- Lead and support the staff in:
  - the infusion of the Vision and Values, Teaching Standards and the e5 Instructional Model into all aspects of their professional practice
  - the use of appropriate ICT and resources with the aim of enhancing student learning outcomes
- Proactively lead the improvement of teacher effectiveness through the professional learning program and the annual performance and development process, including teacher observation and feedback
- Model highly effective teaching practice and work with individual staff, using a range of data, to improve student learning
- Participate in college events, during and after school and lead by example to enhance a positive college culture and the ethos of excellence
- Lead and support Heads of Learning to ensure that the curriculum programs are effectively planned, developed, implemented and monitored/evaluated and in particular the incorporation of the Victorian Curriculum, including the Capabilities, changes to VCE Study Designs, VCAL and VET
- Lead development and implementation of a college instructional model
- Support college wide use of moderation of student work as the basis for revising curriculum and or re-teaching through professional learning and establishment of agreed protocols and processes
- Oversee the effective implementation of assessment practices across the College, utilizing the COMPASS system
- Assist in the implementation of highly effective classroom practice, innovation and best practice in 21st Century Learning
- Assist in the organisation of College Curriculum days
- Take specific responsibility for the overview of one of the following key elements of Teaching and Learning programs:
  - Curriculum Programs - Years 7-12 including the Victorian Curriculum, Enrichment, Extension and Student Progress.
  - Deep Learning and Cognitive Engagement – Engage students as partners in school improvement and in the development and monitoring of key strategies, in particular, curriculum content, classroom curriculum delivery and development of 21st Century Skills
  - Digital Learning -Years 7-12 including innovative teaching and learning practices and curriculum implementation that builds a continuum from Substitution and Augmentation to Modification and Transformation (SAMR)
- Carry out other duties as directed by the College Principal

Selection Criteria

SC1 Demonstrated high level understanding of initiatives in student learning including the Standards, the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to provide leadership in the alignment of these areas.

SC2 Demonstrated outstanding classroom teaching skills and the capacity to support colleagues to continually improve teaching and learning.

SC3 Demonstrated high-level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning.

SC4 Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the school.

SC5 Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.
Curriculum Planning and Assessment

SC6 Demonstrated highly developed capacity to lead Curriculum Design and Assessment with a proven ability to initiate, plan, implement and evaluate relevant curriculum programs that improve learning growth for students.

Pedagogy and Cognitive Engagement

SC6 Demonstrated highly developed capacity to lead teaching and learning with a 21st Century Learning focus, including the ability to lead staff and develop student learning with particular regard to character education, collaboration, citizenship, communication, critical thinking and problem solving, collaboration and creativity.

Digital Learning

SC6 Demonstrated highly developed capacity to lead staff and develop student learning that reflects innovation in digital learning and program delivery that supports best practice in learning design.

A tour of the College for interested applicants will take place on Monday September 5th at 4.30pm. Please register your interest in this opportunity by emailing the Principal mphillips@ringwoodsc.vic.edu.au no later than 9am on the morning of the tour.

INSTRUCTIONS FOR APPLICANTS

Applicants are free to structure applications in any manner they choose, but must ensure that the following are included:

- A covering letter detailing the position numbers for which they are applying and preferential order
- A specific response to all of the key selection criteria, it is suggested that applicants limit their response to not more than 6 pages (11pt)
- a CV with a summary of experience and qualifications
- the names and contact details of up to three referees who can provide information regarding the applicant in relation to the key selection criteria

TIME-LINE

The time-line for the selection process is:

Position advertised: Monday 29th August 2016
Applications close on: Monday 12 September 2016
Interviews: Thursday 15th September - Friday 7th October 2016


Yours sincerely,

Michael Phillips
Principal