

Job Description – Learning Leader

Job Purpose

Supports the Vice Principals in the following areas:

- To be part of the Senior Leadership Team (“SLT”) and role model IslandCA and assist the SLT in supporting the implementation of Generations’ vision, mission and values of Christian Education.
- To lead and inspire colleagues and provide professional management, ensuring high quality teaching and learning, aspirational target setting, effective use of assessment for learning, appropriate use of resources and to continuously educate the whole child.
- To work closely with colleagues to develop, implement and review policies, practices and action plans which reflect the school’s commitment to continuously educate the whole child.
- To monitor and evaluate teaching and learning, progress made in achieving targets, use of assessment for learning and use the information gathered to guide further improvements.
- To lead development of colleagues through example, team working and mutual support and the organisation of high quality professional development.
- To ensure the smooth running of day to day activities such as supply teaching duties, recess duties, etc.

Responsible To

The position holder reports directly to the Vice Principals (or their delegate) who reports directly to the Principal.

Key Duties

Responsibilities (include but not limited to):

Learning

- To lead the reporting cycles in coordination with Vice Principal for Teaching and Learning.
- To help coach teachers so as to improve student learning in agreed upon subjects.
- To help teachers to use data to set goals for designated subjects.
- To help build capacity within the staff.

Curriculum Leader

- Designated and agreed subject areas.

Assessment

- To co-ordinate and manage assessment procedures.
- To conduct regular moderation of assessments.

Data

- To manage Classroom Monitor and training for staff.
- To manage data for designated subjects.
- To lead the mid- and end-of-year analysis process for whole school (in coordination with Vice Principal - Teaching and Learning).

Supply Teaching cover

- To manage cover for absent teachers, either by covering yourself, or finding an external or in house supply cover.

Schedules

- To arrange and manage specialist teacher schedules.
- Duty Roster.

Other:

- To undertake any other duties as required by the School.

Organisational Relationships:

- Internal Liaisons: Generations Senior Leadership Team, Marketing Communications Manager, Principal, Vice Principals, teaching staff, non-teaching staff, operational support staff, students, parents, school community members.
- External Liaisons: Relevant School governing bodies, other schools, broader community members.