



# Head of Learning and Teaching - Primary

## Position Description

### The Position

<b>POSITION</b>	Head of Learning and Teaching (HOLT) – Primary
<b>CLASSIFICATION</b>	PVCC Enterprise Agreement 2017 - 2019
<b>APPOINTMENT</b>	Ongoing: FTE 1.0 with 0.4 teaching allocation
<b>LOCATION</b>	Plenty Valley Christian College, Doreen
<b>REPORTS TO</b>	Deputy Principal

### About the business

Plenty Valley Christian College (PVCC) is a K3 to Year 12, Co-educational Christian College of approximately 800 students. We are one College with four sub-schools, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children.

Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. We use the world-class IBO Primary Years Program as well as the respected Arrowsmith Program.

### Employees

Teaching staff at Plenty Valley are selected for their outstanding professional and personal qualities. Expectations include:

- A minimum of four years tertiary training.
- Current Victorian Institute of Teaching Registration.
- A clear sense of calling and desire to work with and teach students within a Christian school.
- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, commitment to private and



corporate worship, prayer and Bible study and regular involvement with a Christian church community or fellowship group.

- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.

### **What the Head of Learning and Teaching – Primary Looks Like**

The Head of Learning and Teaching (HOLT) – Primary will demonstrate visionary leadership, based on Christian world view, for the Early Years and Junior Years of PVCC. They will understand that curriculum leadership is not static, rather the curriculum prepares students to live in the future. It is the role of the HOLT - Primary to constantly move the primary sections of the school from where we are at that point in time, to an improved condition for our students in the future. The HOLT – Primary will move the learning community beyond minimum standards toward clear and larger goals for students.

The HOLT - Primary will be an effective leader who understands planning for regular change toward school improvement. They will understand motivation and effect of work climates on teacher behaviour and will give thought to the most effective forms of communication and collaboration. The HOLT will understand how to construct teams and develop informal leadership. They will use persuasion and teamwork to drive successful change initiatives.

The HOLT will bring logic and order to curriculum design, establishing new direction, aligning people and resources, and motivating staff. The HOLT will demonstrate support for the Understanding By Design Framework, and its relationship to Transformation By Design as used in Christian Education National schools. They will provide highly detailed definitions of what is intended for students, including goals, objectives, standards, programs, content and the ability to model good pedagogy. The HOLT – Primary will develop clear definitions of responsibilities, activities, timelines, scopes, sequences and outcomes for students in a comprehensive curriculum review and management plan.

The HOLT - Primary will use their strong organisational skills to review and maintain summary records of student achievement and will monitor how students are assessed in the classroom. They will use a variety of data including standardised, summative and formative assessments, to identify weak areas of the curriculum and develop strategies, including teacher professional development, to target these areas.

The HOLT – Primary will communicate regularly with the HOLT – Secondary, both formally and informally. Together they will ensure that students' experience of curriculum and pedagogy is bridged across sub-schools, with specific attention to the bridge between Junior Years and Middle Years.