



Position Description

Teaching & Learning Leader

Position Title	Teaching & Learning Leader
Reports To	Head of Primary
College Objective	At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, Heads of School, other staff and the College Board in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College. Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.
Position Overview	The Teaching and Learning (T&L) Leader is responsible for providing coordination of Teaching & Learning, including the management of the International Baccalaureate (IB) Primary Years Programme (PYP). The (T&L) Leader is a member of the Primary Leadership Team, working closely with classroom and specialist teachers to lead the implementation of the general T&L strategies, assessment, staff development, budget control and resourcing: in addition to the IB Primary Years Programme (PYP) to maximise student outcomes. The Teaching & Learning Leader reports to the Head of Primary & Director of Teaching & Learning (Primary).
Duties and Responsibilities	Pedagogical & Curriculum Leadership: • Support teachers in planning, teaching, and assess through inquiry-based approaches. • Facilitate structured Literacy and Numeracy programs incorporating explicit instruction, inquiry pedagogies. • Ensure evidence-based practices are used across all learning areas. • Keep abreast of changes to the T&L and PYP and apply a continuous improvement approach to professional practice. • Provide a structured coaching and mentoring program to support teams and individuals. • Ensure data is being used to inform learning and teaching programs. • Ensure consistency of teaching and learning engagement processes. • Lead the development and review of Scope and Sequence documents in conjunction with Director of Teaching and Learning (Primary) • Liaise effectively with the Library Technician to ensure resourcing and development for IB Units of Inquiry.



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Professional Development & Coaching:

- Mentor new staff in T&L and PYP principles and practices.
- Promote reflective practice and collaborative planning.
- Support orientation for new teaching staff and integration of digital technologies.
- Encourage discerning use of AI.

Assessment & Inclusion:

- Guide effective assessment strategies and promote student reflection and self-assessment.
- Support data interpretation to inform teaching and align with IB assessment philosophy.
- Ensure Teaching and Learning practices and instruction meet the needs of diverse learners.
- Promote inclusive practices and support interventions.

Transdisciplinary Learning:

- Ensure Literacy and Numeracy are embedded meaningfully within learning, and transdisciplinary units.
- Support authentic opportunities for reading, writing, speaking, listening and mathematical thinking across subjects.

Program Coordination:

- Collaborate with the Director of Teaching & Learning to ensure consistency of approach.
- Ensure Essential Agreements are developed and maintained.
- Support teachers to align PYP with the Australian Curriculum, Restorative Practices, Respectful Relationships, and other relevant programs.

Communication & Community Engagement:

- Communicate PYP developments to staff, leadership, and the school community.
- Engage with the wider PYP network and community of learners.

Spiritual Life:

- Model Christian values professionally and personally.
- Participate in staff spiritual retreats and Connect training.
- Strengthen student faith through devotions, worship, and Christian Studies.

Work Health & Safety:

- Advocate for safe practices and proactively manage risks and hazards.

Other Duties:

- Perform additional responsibilities as directed by the Executive Principal and Heads of Primary.



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Key Selection Criteria	<i>These Key Selection Criteria will form the basis to assess applicants for short-listing and determine the successful candidates. Applicants should address the Key Selection Criteria in their application.</i> 1. Understanding and application of Teaching & Learning and PYP principles. 2. Strong knowledge of the Australian Curriculum (Prep-Year 6). 3. Experience leading and facilitating professional development and mentoring staff. 4. Expertise in diverse pedagogical approaches and curriculum leadership. 5. Strong coordination skills in curriculum development and staff support. 6. Effective planning, facilitation, and documentation abilities. 7. High-level communication and interpersonal skills across stakeholders. 8. Strategic thinking and analytical capabilities. 9. Commitment to ongoing professional growth and College initiatives. 10. Alignment with Geelong Lutheran College's Strategic Vision and values. 11. Demonstrated ethical standards and openness to innovation.
Classification	Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 FTE: 0.6 POR: D.3 Tenure: Two years Location (Base): Geelong Lutheran College St John's Newtown

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer