



Hunter Valley
Grammar School

Director of Teaching and Learning

Position Description and Information Booklet



“HVGS is a nurturing and positive place in which to learn and just be. The School’s ethos encompasses the Values for Life, and the tone of the School absolutely reflects those values in action.”

Wendy - HVGS Grandparent

The Position

The Director of Teaching and Learning is an executive appointment with the primary function to work with the Principal in the implementation, monitoring, evaluation and development of the HVGS learning program from the Early Learning Centre to Year 12. The Director of Teaching and Learning will have a strong working partnership with the Director of the ELC, Heads of Junior and Senior Schools, Heads of Curriculum and middle level leaders.

The Director of Teaching and Learning leads research and development at the School, and is able to work with NESA requirements within the framework of the International Baccalaureate Programmes. In addition to line managing curriculum leaders in the School, the Director of Teaching and Learning will be responsible for project leadership of identified P-12 curriculum initiatives.

This role reports to the Principal and is an active participant on the HVGS Executive Team. The Director of Teaching and Learning will also have a teaching load that will be determined at the time of appointment.

The Context

If you have an exceptional level of commitment to teaching and learning, and a desire to be part of a values-driven and inclusive school that is committed to building pathways of excellence for all students, then HVGS is the right fit for you.

HVGS is a community-based school that believes strongly in building student agency, ensuring all students' identities are valued and honored, and helping students develop the global competencies they need to be successful now and into the future.

We are embarking on a new strategic plan and the Director of Teaching and Learning will be instrumental in helping set and realise HVGS' vision of excellence in teaching and learning.

We are committed to safeguarding our students and protecting them from harm. In keeping with the expectation that all staff and volunteers share this commitment, those applying for a position at HVGS must have a valid Working with Children Check (WWCC) and teacher accreditation.

Responsibilities

Strategic leadership

In collaboration with the Principal, the Director of Teaching and Learning will provide strategic leadership of teaching and learning across the P-12 journey. This includes:

- Fostering a culture of excellence and innovation by inspiring a diverse range of pedagogical approaches that meet the current and future needs of the student population.
- Promoting and facilitating professional learning, especially with regard to developing the capacity of other leaders.
- Working with Heads of School and Heads of Curriculum to implement an engaging, challenging, responsive curriculum aligned with the School's strategic intent.
- Assisting Heads of Curriculum, Heads of Stage and Heads of Faculty to lead and drive excellent standards of teaching practice across all subject areas.
- Working collaboratively to ensure equity of access to the learning program for all HVGS students.
- Demonstrating an understanding of educational, global, social and political trends as they affect education, and the current challenges facing education in Australia.
- Leading staff in the development, design and delivery of curriculum, pedagogy, assessment and reporting that reflects the School's learning philosophy and vision, and which is anchored in sound research.
- Promoting communities of practice and innovation in curriculum design and pedagogy through partnerships regionally, nationally and globally, and helping position HVGS as a thought leader.
- Working collaboratively and effectively with other executive leaders and teams throughout the School to design, develop, and implement digital pedagogies that enhance learning.
- Using and modeling data-informed decision-making at the classroom, cohort and school level.

- Demonstrating expertise in transdisciplinary and interdisciplinary thinking as well as inquiry and concept-based teaching and learning.
- Ensuring that library and information services, informational fluency and digital literacies are fully integrated into the K-12 curriculum and explicitly taught across the year levels.
- Supporting and actively building a culture of coaching in collaboration with leadership teams.
- Working closely with the Director of Information and Communication Technologies (ICT) to ensure that students are equipped with the technological skills that will enable them to engage with learning both within and beyond their schooling to become life-long learners.

Operational leadership

- Working in collaboration with the ICT team to ensure robust systems for tracking data about student learning that can be easily accessed and used by all teachers.
- Chair the Professional Learning Committee and manage associated budgets aligned to the School's Strategic Plan.
- Maintain comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to a K-12 context.
- Chairing appropriate curriculum consultation groups as determined by the needs of the School, as well as Teaching and Learning Committee meetings.
- Leading parent and student workshops as needed.
- Demonstrating effective performance management strategies that support teacher growth using a strengths-based model.
- Working with curriculum leaders to develop improvement plans that reflect strategic priorities.

About you

Selection Criteria

Essential knowledge, skills and attributes

- Demonstrated commitment to lifelong learning.
- A passion for the International Baccalaureate Programmes.
- Sensitivity to cultural nuances, a commitment to inclusion and an active advocate for diversity.
- Ability to intergarate technology and a good understanding of how it can be leveraged to enhance both teaching and learning.
- Awareness of current issues and trends in education and an ability to lead institutional thinking and high-quality professional learning.
- Understanding of the principles of organisational culture and behaviour, including skills of affective leadership approaches and problem solving.
- Ability to develop a sense of community, generate trust and build influence with all constituent groups.
- Demonstrated ability in maintaining the highest standards of teaching and evaluating the impact of a learning program.
- Ability to think strategically and systematically.
- Demonstrated communication skills through all mediums including but not limited to written and spoken.

Qualifications

- Relevant teaching qualifications and current NESA accreditation.

Experience

- Demonstrated experience in curriculum leadership and knowledge of IB Programmes is essential.
- Demonstrated ability to lead and develop high achieving staff and students.

- Experience in managing, training, coaching and mentoring staff in a multi-disciplinary environment.

Other

- Current Working with Children Check (WWCC)

Position Dimensions

People Management

The Director of Teaching and Learning will line manage key curriculum roles within the school as determined by the Principal.

Budget / Expenditure

As advised by the Principal and Chief Financial Officer annually.

Significant Working Relationships

This role reports directly to the Principal and works closely alongside the Executive Team and teaching and learning teams across the Junior and Senior Schools.

Work Pattern

This Leadership position is expected to work the days/ hours required to fulfil the professional obligations of the role.

All staff are expected to be on campus from 8:00 am until at least 4:00 pm, Monday to Friday, each school day in accordance with the published term dates.

The teaching load for this position will be determined at the time of appointment





About Hunter Valley Grammar School

Hunter Valley Grammar School is an independent, non-selective, secular, coeducational day school for students from Preschool – Year 12. We are an International Baccalaureate (IB) World School proudly offering the Primary Years Programme (PYP), Middle Years Programme (MYP) and Career-related Programme (CP).

As a thriving learning community, we are steadfast in our view that every child feels valued, that they belong, and that their unique potential is understood and nurtured. Together, we are united in our goal that all students experience equity in their learning journey and can find their individual pathway to success.

A HVGS education represents a partnership between school and family where our values are at the heart of all we do. Our values are anchored in our culture and they guide us in our work and behaviours, in the decisions that we make, and how we treat ourselves and each other. Our values are *responsibility, integrity, respect, citizenship, courage, compassion, optimism and gratitude*.

Our School motto, *Success Through Endeavour*, perfectly encapsulates the HVGS attitude to life and learning.

Hunter Valley Grammar School is located two hours north of Sydney and 45 minutes from Newcastle. HVGS is in one of the fastest growing and flourishing regional centres in NSW, Australia. We enjoy an all-encompassing valley lifestyle with easy access to the mountains, vineyards, and beaches. We thrive in a collegial, inclusive and friendly workplace

We are looking forward to receiving your application for this wonderful opportunity at our School.



Hunter Valley
Grammar School

recruitment@hvgs.nsw.edu.au | +61 02 4934 2444
42 Norfolk Street Ashtonfield NSW 2323 Australia