



Position Title:	Head of Pedagogy and Teacher Mentoring
Dated:	March 2021
REPORTS TO:	Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

The role of Head of Pedagogy and Teacher Mentoring seeks to support and collaborate with staff in the development of their pedagogical practice.

This person will model excellent teaching and think strategically, reflectively, flexibly and holistically with regards to teaching and learning.

This role will work with Heads of Learning and Curriculum Coordinators to address any concerns and support innovation relating to pedagogy, and to work with classroom teachers to develop and enhance teaching practices.

This will include, but is not limited to, the implementation of Concept Based Curriculum Design and Cultures of Thinking.

The Position

The person in this role is a permanent full-time teacher but as with all positions of responsibilities the Head of Pedagogy and Teacher Mentoring is tenured for the period outlined in the contract of engagement.

Position Status

The role includes a teaching component approximately 12x80min periods per fortnight across the year.

Reporting Relationships

The Head of Pedagogy and Teacher Mentoring reports to the Director of Academic Development and ultimately the Principal.

Duties and Essential Job Functions

- Provide leadership, innovation, guidance and professional development sessions for the development and broader understanding of interdisciplinary curricula;
- Work collaboratively with staff on the development of approaches to pedagogy that draw on the Cultures of Thinking work of Harvard University and are grounded in Concept Based Curriculum frameworks;
- Continue to build alliance with Harvard GSE by maintaining relationship with Ron Ritchhart and Project Zero;
- Coordinate Academic Directorate sessions on 'The Power of Making Thinking Visible' and other professional readers as determined by the Academic Executive;

- Play a key coordinating role in Harvard's 'Education that Matters' 2022 Conference being hosted by St Leonard's College;
- Manage and lead the College 'Action Learning Model of Professional Development' program;
- Develop new approaches to learning; research and suggest professional learning opportunities;
- Contribute to the regular 'Learning Forums' for staff run by the Academic Executive and Director of Pastoral Care;
- Facilitate meetings of staff across all Learning Areas for purposes of planning the implementation of Curriculum;
- Work with Heads of Learning and Curriculum Coordinators to support the pedagogical approaches of staff as necessary, especially any that may need extra guidance;
- Observe teaching staff in consultation with the Heads of Learning and Curriculum Coordinators to support their pedagogical practice, across all years at the College;
- Lead by example to support teachers new to the College - to facilitate an understanding of what it is to be a teacher at St Leonard's College;
- Manage the annual Student Voice Survey tool and provide support to teachers in understanding and addressing the results.
- Continue to promote and support Future of Education 2030 (OECD), developing student capabilities as outlined in the OECD 2030 Learning Model and upskilling staff;
- Assist in the development of Scope and Sequence documentation to reflect changes and development in years 5-9 curriculum;
- Support the implementation of new technologies in years 5-9 to support the Middle Years Curriculum program;
- Ensure that NAPLAN skills and preparation are embedded in the Middle Years Curriculum program.
- Contribute to annual Academic Readings for College teaching staff;
- Any other tasks as deemed appropriate.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

Remuneration for any position at St Leonard's College is in accordance with the *St Leonard's College Agreement 2020*.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing
 - will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information

(staff/families/students)

- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
- Accountability – we do our work with honesty, integrity and enthusiasm
- Performance – we perform to the best of our ability
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.