

Assistant Learning Leader

Role Description

Assistant Learning Leaders are responsible for supporting their Learning Leader in the delivery of teaching and learning in Secondary Learning Areas (faculties/departments). They support the mission, vision and values of the school to provide authentic and challenging learning opportunities for all students within the relevant Learning Area. The Assistant Learning Leader plays an important role in supporting the Learning Leader to provide an environment where all staff can engage with the strategic priorities of the school to deliver excellence in all aspects of teaching and learning.

Reporting Relationships

- Reports to their Learning Leader for all curriculum, organisational and staff matters.
- Takes direction to support student learning from the *Head of Secondary* and *Assistant Principal - Wellbeing* for matters concerning student wellbeing.
- Takes direction to support teacher Professional Learning, Professional Growth Coaching and NESA Accreditation from the *Director of Teacher Quality*.
- Ultimately, all roles within the NBCS community are responsible to the *Principal*.

Key Roles and Responsibilities

1. Leadership

1. Provide positive integration of 'Excellence in Education' and 'Christianity in Action' within their Learning Area. The Christian ethos is to be authentically infused and integrated into programs and practices within the Learning Area.
2. Demonstrates a collaborative approach to leadership, with clear communication of priorities and expectations to all members of the team. This involves regularly working with the Learning Leader and Learning Area staff.
3. Assist the Learning Leader to mentor teaching staff and provides professional support, guidance and direction for the Learning Area.
4. Supports the integration of all school policies and procedures relating to teaching and learning.
5. Supports the maintenance of high standards regarding pedagogy within the NBCS community.

Teaching and Learning

1. Assist in the planning and implementation of clear, relevant learning sequences of learning in all courses to promote engaging learning.
2. Support teachers in the establishment of quality teaching and learning activities.
3. Uses a range of strategies and resources to maintain the school's expectations regarding excellence and growth with regard to academic progress for all students, in all year levels within the learning area.

4. Demonstrate a positive approach to the development of teaching and learning activities within the learning area.
5. Ensure that new staff are appropriately inducted into the Learning Area and informed of all relevant policies and procedures.
6. Actively engage in individual professional growth, and support the professional growth of staff within the learning area.

Curriculum Oversight

Provide support to the Learning Leader in the following areas:

1. Ensure the appropriate development of all documentation required to teach, and be compliant in, NESA approved courses within the learning area. Specifically, this includes:
 - a. Scope and sequences
 - b. Teaching programs and their evaluation
 - c. Assessment schedules and tasks
2. Actively pursue excellence and best practice in the development of curriculum documents for the learning area.
3. Support a differentiated approach to the development of curriculum within the learning area, with specific attention to students with identified needs.
4. Coordinate and approve the development and delivery of all assessment tasks within the learning area
5. Ensure the timely marking, feedback and reporting of student work across all classes within the learning area.
6. Ensure effective online delivery of course materials.

Communication and Reporting

1. Communicate with students, colleagues and parents/guardians to ensure timely delivery of information and feedback.
2. Assist with coordinating semester based reports for the Learning Area including:
 - a. Ensure the timely completion of all learning area reports for each reporting cycle
 - b. Check learning area reports to ensure that results and comments accurately reflect student achievement and provide relevant and appropriate feedback
 - c. Ensure student reports accurately reflect outcomes and expectations of syllabus documents

Other Responsibilities

1. Active participation in Student Opportunities Week, which may include program leadership / oversight role in a specific program
2. As a Mentor, support all relevant Year Group activities as directed by the *Community Leader* and *Head of Secondary*.
3. Support and participation in other school activities as required.
4. In addition to this role description, Assistant Learning Leaders are subject to the Teacher role description.