



POSITION TITLE:	Dean of Learning –Years 7-10 (MYP)
DEPARTMENT:	Teaching and Learning
LOCATION:	Masons Drive, North Parramatta NSW 2151
THIS POSITION REPORTS TO:	<ul style="list-style-type: none">• Head of Senior School.• All positions ultimately report to the Principal
CO-ORDINATES WITH:	<ul style="list-style-type: none">• Head of Senior School, Dean of Learning 11-12 (HSC), Heads of Department
AWARD/AGREEMENT RELATIONSHIP:	Relationship: Independent Schools NSW (Teachers) Multi-Enterprise Agreement 2017-2020
SPECIAL CONDITIONS	Permanent Full Time to commence Term 1 2020. Supportive of the School's Christian aims and ethos.
REMUNERATION:	Negotiated
WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?	
<p>The Dean of Learning 7-10 (MYP) is a member of the School Executive and responsible for all aspects of learning relevant to Years 7 to 10 including NESA compliance and liaison matters, coordination and implementation of the International Baccalaureate Middle Years Programme, the day to day administration of curriculum, problem solving and dealing with inquiries from students, families and staff, and monitoring student progress.</p> <p>The Dean of Learning 7-10 (MYP) is also responsible for the coordination and management of Stage 4 and 5 course selection, construction of the school timetable in collaboration with the Dean of Learning 11-12, the development and administration of assessment schedules, all relevant curriculum documents, and the administration of the assessment and reporting process for Years 7 to 10.</p> <p>The role will attract an allocation of approximately 0.6 FTE</p>	
KEY RESULT AREAS AND PERFORMANCE CRITERIA	
NESA <ul style="list-style-type: none">• In collaboration with the Dean of Learning 11 and 12 and Head of Senior School, lead the NESA Registration and Accreditation process in the Senior School.• Maintain knowledge of NESA Curriculum requirements as outlined in the ACE Manual and general academic trends, implement changes in NESA curriculum as developed, and align with requirements of the IB MYP.• Lead and manage all aspects of the administration of NAPLAN in Years 7 and 9 including analysis and reporting of results• Communicate with parents and students regarding NESA related curriculum requirements through presentations and publications	



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International Baccalaureate Middle Years Programme (IB MYP)

- Lead the ongoing implementation of IB MYP in Years 7 to 10 and in collaboration with Heads of Department and Head of Senior School imbed all aspects of the IB MYP principles and practices into teaching and learning at Tara
- Manage all aspects of administration of the IB MYP including compliance with IB MYP requirements, development of curriculum booklets, assessment guides, and relevant policy documents
- Ensure alignment between all aspects of NESA and IB MYP curriculum requirements
- Collaborate with the library staff to manage the MYP Personal Project
- Manage all aspects of ongoing MYP Accreditation
- Ensure IB MYP is appropriately resourced through development of an annual budget
- Provide leadership and advice to Heads of Department and teaching staff in relation to IB MYP through interpretation of MYP guidelines and application of best practice principles.
- In consultation with Head of Senior School coordinate professional development of staff in relation the IB MYP and their access the IB MYP professional services, resources, and networks
- Attend and actively participate in IB MYP networks, in particular the NSW/ACT network.
- Engage in ongoing personal professional development, and maintain currency with emerging trends and issues in relation the IB MYP
- Effectively communicate with students and parents regarding the principles, practices, structure, and requirements of the IB MYP through appropriate publications and presentations, including orientation to the MYP for Year 7 and all new students and parents.
- Organise and participate in orientation of new teaching staff regarding the IB MYP.

KEY RESULT AREAS AND PERFORMANCE CRITERIA

Students' pattern of study

- Prepare subject choice/course selection and curriculum booklets and manage the subject selection process for Year 7 into 8, and Year 8 into 9.
- Advise students and parents on subject choices
- Counsel students regarding their academic program and change of courses
- Oversee class placements in Years 7 to 10
- Locate, inspect and approve the use of External Providers
- Manage students studying via External providers Outside Tutors
- Deal with student and family concerns with care and understanding



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Timetable

- Formulate subject lines for Years 7 to 10 in conjunction with Head of Senior School and Dean of Learning 11-12
- In collaboration with the Dean of Learning 11-12 plan the overall timetable matrix including the use of teachers (JS and SS), resources, accelerated students and external courses and construct Senior School timetable. Consider timetable requests from Heads of Department and teaching staff in liaison with Head of Senior School.
- Maintain the accuracy of the timetable throughout the year
- Provide appropriate access to class lists, student/teacher timetables, room usage, study supervision lists

Academic Leadership

- Maintain a holistic view of school activities to ensure that academic requirements can be adequately fulfilled
- Monitor and track student progress in Years 7 to 10, identifying students requiring additional support or intervention. Liaise with Learning Support, EAL/D Support, and Pastoral team to ensure student needs are being appropriately considered and catered for.
- Consult with HODs regarding complaints from parents/students of academic nature.
- Advise Head of Senior School and Principal on requirements for employment of new staff
- Promote and support strategic focus areas for staff professional learning
- Member of the Technology Committee
- Attend Head of Department Meetings
- Take responsibility for and implement key aspects of the Strategic Plan
- Effectively manage the Assistant to Deans of Learning
- Manage academic awards

KEY RESULT AREAS AND PERFORMANCE CRITERIA

Skills

- Outstanding interpersonal and team work skills
- Have excellent computing and database management skills.
- Be able to work autonomously, prioritise work and deliver to deadlines.
- High level communication skills - written, aural and verbal.
- Willingness to be flexible in time commitment. For example, there is an expectation that attendance at school in some non-term times will be necessary to ensure the smooth beginning of each term.

Teaching

- Provide leadership as an outstanding teacher



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EXECUTIVE LEADERSHIP

- Acknowledges and understands the history and traditions of the school
- Personally exemplifies the School identity and core purpose (esp. as expressed in the Strategic Plan)
- Grasps the envisioned future for Tara as the 'best place for girls'
- Attends School functions as representative of School Executive
- Drives by taking the initiative, engaging others, expressing ideas and challenging the status quo
- Ensures effective and efficient use of resources
- Delivers within policy, manages compliance and actively considers risk
- Deals with complexity, paradox and ambiguity
- Is able to communicate effectively to the situation and the audience
- Is shown to have good judgement (i.e. even with the benefit of hindsight it is clear that the best decision was made)
- Proactively identifies and implements improvements in the School's processes, practices and approach
- Aware of industry best practice and how to deliver that within the School
- Working professionally across the team:
 - Collaborates to achieve the optimal solution to deliver the objective
 - Being flexible to the changing needs of others
 - Communicating clearly and effectively
 - Resolving tension, conflict and issues with professionalism
 - Taking action to ensure the overall School is successful, even when that appears to be whilst taking individual risk
 - Gracefully following a direction with which they disagree (and knowing when the time for disagreement has passed)

TEAM LEADERSHIP

- Builds a team environment where every member of their team is doing a role that is necessary, has them fully occupied (but not over committed) and that they enjoy
- Works with their staff to provide appropriate opportunities to further develop themselves and their career
- Proficient judge of people who when hiring, attracts a high calibre of talent for the School

SELF LEADERSHIP

- Clearly recognises the objectives for their role
- Focuses on accountability, action, deliverables and outcomes that deliver the objectives
- Aware of personal strengths, weaknesses, prejudices and passions
- Has integrity and authenticity
- Has presence, courage and resilience
- Is reflective, regularly reviews leadership practice and has a constructive response to feedback
- Capable of self-direction and self-management
- Personally well organised and structured
- Makes decisions by identifying and resolving difficult issues directly, openly and decisively
- Promotes excellence within the staff and student population



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QUALIFICATIONS MANDATORY

- Degree Qualified Teacher
- Registered with NESA to teach in NSW
- Pleasant and confident manner in dealing with people from all types of backgrounds, including staff, students, parents, School Council, contractors, administration and maintenance staff
- Strong verbal and written communication skills
- High standard of professional competence as a teacher and leader in education
- Strong personnel, administrative and management skills and confident working in a team environment
- Highly motivated
- Excellent time management skills and the ability to prioritise work

QUALIFICATIONS- DESIRABLE

- Post Graduate qualifications in education or leadership
- Good hands on computer skills
- Experience in leadership in another independent school
- A person of Christian faith and an active member of a Church

All Tara staff are expected to be committed to the overall life of the School, willing to participate in the School's extra-curricular program and supportive of its Christian ethos. Tara is a non-smoking workplace.

For more information about Tara, visit tara.nsw.edu.au

Application, including full C.V, academic transcripts and details of three referees, should be sent to:

The Principal,

Tara Anglican School for Girls,
Masons Drive, North Parramatta NSW 2151
Phone: (02) 9630 6655 Fax: (02) 9683 6297
Email: employment@tara.nsw.edu.au

Applications Close Thursday 21 November 2019

Employment will be subject to providing evidence of a current and valid Working with Children Check