

ASSISTANT DIRECTOR OF TEACHING AND LEARNING / TASC LIAISON OFFICER Position Description



| POSITION DETAILS | | | |
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| Department | Assistant Director of Teaching and Learning / TASC Liaison Officer | Enterprise Agreement | Launceston Church Grammar School (Teachers) Enterprise Agreement |
| Location | Senior Campus, Mowbray | Remuneration | Teachers Salary Scale |
| Manager | Director of Teaching and Learning (7-12) | WHS Role | Workplace Health and Safety Worker |
| Employment Status | Full-time | Date | 16 September 2021 |

| ABOUT LAUNCESTON CHURCH GRAMMAR SCHOOL | | |
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| Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion. | | |
| LAUNCESTON GRAMMAR IDENTITY | LAUNCESTON GRAMMAR IDENTITY IN ACTION | LAUNCESTON GRAMMAR VIRTUES |
| <ul style="list-style-type: none"> • Global Learners and Leaders • Courageous Learners and Leaders • Curious Learners and Leaders • Creative Learners and Leaders • Compassionate Learners and Leaders | <ul style="list-style-type: none"> • Understanding, engaging and influencing our world. • Embracing challenges in our world. • Exploring and examining our world. • Discovering and designing solutions for our world. • Seeking and serving the needs of our world. | <ul style="list-style-type: none"> • Wisdom, Gentleness, Love • Sincerity, Justice, Forgiveness • Humility, Thankfulness, Patience • Hope, Joy, Perseverance • Service, Compassion, Kindness |

| PURPOSE OF THE POSITION |
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| The Assistant Director of Teaching and Learning / TASC Liaison Officer is a member of the School Leadership Team under the direction of the Director of Teaching and Learning. This role will oversee the co-ordination of our TCE programme, liaise with TASC as the School's representative and oversee academic administration in conjunction with the Director of Teaching and Learning and the Head of Campus. |

| REPORTING RELATIONSHIPS | | |
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| <pre> graph TD HM[Headmaster] --> HSC[Head of Senior Campus] HSC --> DTL[Director of Teaching and Learning (7-12)] DTL --> ADTL[Assistant Director of Teaching and Learning] DTL --> LAL[Learning Area Leaders] DTL --> PAL[Personal Assistant (Teaching and Learning)] LAL --> T[Teachers] </pre> | Direct Reports Key Relationships | Nil <ul style="list-style-type: none"> • Headmaster • Head of Senior Campus • Director of Teaching and Learning (7-12) • Learning Area Leaders • Heads of Department • PYP Coordinator • Timetable Coordinator • Heads of House • Students • Teachers • Parents • General Staff |

| SELECTION CRITERIA | |
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| Qualifications & Licences | <p>Education – Minimum qualification is completion of Bachelor of Education, from a recognised tertiary institution.</p> <p>Teacher Registration – Tasmanian Teachers Registration Board.</p> <p>Working with Vulnerable People Registration – Department of Consumer, Building and Occupational Services.</p> |
| Experience | <p>Teaching Experience – Previous teaching experience in areas of specialisation is desirable.</p> |
| Skills | <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Learning Strategies — Selecting and using instructional methods and procedures appropriate for the situation when learning or teaching new things.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Service Orientation — Actively looking for ways to help people.</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.</p> <p>Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p>Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.</p> |
| Personal Attributes | <p>Dependability — Being reliable, responsible, and dependable, and fulfilling obligations.</p> <p>Adaptability/Flexibility — Being open to change (positive or negative) and to considerable variety in the workplace.</p> <p>Integrity — Being honest and ethical.</p> <p>Concern for Others — Being sensitive to others' needs and feelings and being understanding and helpful on the job.</p> <p>Cooperation — Being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p> <p>Initiative — A willingness to take on responsibilities and challenges.</p> <p>Achievement/Effort — Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.</p> <p>Attention to Detail — Being careful about detail and thorough in completing work tasks.</p> |

| PROFESSIONAL KNOWLEDGE | | |
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| KEY RESULT AREAS | KEY TASKS | KEY PERFORMANCE INDICATORS |
| Safeguarding Children and Young People | <ul style="list-style-type: none"> Be aware of, understand and comply with the principles of the Safeguarding Children Program Standards. | <ul style="list-style-type: none"> All Launceston Church Grammar School policy compliance is met. |
| PROFESSIONAL PRACTICE | | |
| KEY RESULT AREAS | KEY TASKS | KEY PERFORMANCE INDICATORS |
| Assistant Director of Teaching and Learning | <ul style="list-style-type: none"> Assist the Director of Teaching and Learning (7-12) with administration tasks including: <ul style="list-style-type: none"> TASC Liaison UTAS College Programme Edval and TASS maintenance | <ul style="list-style-type: none"> Evidence of administration tasks performed within the required timeframe and to the required standard. |
| TASC Liaison and Examination | <ul style="list-style-type: none"> Ensure that the School's registration with TASC is always accurate (including the school course scope and student enrolments in the TASC online administration system). Manage internal examinations (9-12) including formulating timetables and overseeing preparation of examination scripts. Act as the key liaison between the School and TASC on all matters. Ensure that internal assessments made by the School, that contribute to results certified by TASC, have an adequate level of reliability, validity and fairness. Ensure students are correctly and clearly identified in any data provided to TASC. Ensure that data provided to TASC is complete and accurate. Ensure that applications for special provisions and extensions to external folio deadlines are endorsed. Ensure that students, teachers and the School community are adequately and correctly informed about relevant TASC rules, policies, procedures, key dates and events. Lead the Co-Op programme for TCE students. | <ul style="list-style-type: none"> Documented evidence that the School is compliant with any directions made by TASC under section 33 of the Office of Assessments, Standards and Certification Act 2003 Tasmania, in relation to the provision or assessment of a TASC accredited course. Assessment materials are collected and provided to TASC within required timeframes. Evidence of TASC information being conveyed to students, teachers and the School community. |

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| Plan for Improvement | <ul style="list-style-type: none"> • Develop mechanism whereby TCE results are interrogated every year with Learning Area Leaders and individual teachers. • Lead the subject selection process by managing the preparation of subject handbooks, managing Edval entries, running information evenings, liaising with Learning Area Leaders. • Lead subject selection information evenings. • Provide support and counselling assistance to TCE students and their parents/carers, in relation to subject choices and pathways. | <ul style="list-style-type: none"> • Objective data presented to Academic Care Team. • Evidence of departmental review of data. • Student subject selections are completed effectively and in a timely manner. |
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| PROFESSIONAL ENGAGEMENT | | |
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| KEY RESULT AREAS | KEY TASKS | KEY PERFORMANCE INDICATORS |
| Engage in professional learning | <ul style="list-style-type: none"> • Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs. • Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities. • Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice. • Undertake professional learning programmes designed to address identified student learning needs. | <ul style="list-style-type: none"> • Provide evidence of and/or demonstrate changes and improvements to the teaching and learning activities using classroom observation feedback, professional learning and professional conversations. • Provide evidence of participating in and contributing to Learning Team meetings. • Adhere to the Professional Learning Policy. • Active participation in professional development opportunities delivered in and/or outside the School. • Provide evidence of participation in Professional Learning Teams. |
| Engage professionally with colleagues, parents/carers and the community | <ul style="list-style-type: none"> • Meet codes of ethics and conduct established by regulatory authorities, systems and schools. • Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes. • Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing. | <ul style="list-style-type: none"> • Abide by all Launceston Church Grammar School policy and procedures. • Respond to all Parent queries within 2 working days. • Display appropriate electronic etiquette. • Attend school functions, events and meetings (when required) and conduct self in a manner aligned with the Launceston Church Grammar School Virtues. |

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| | <ul style="list-style-type: none"> • Participate in professional and community networks and forums to broaden knowledge and improve practice. • Oversee and liaise with VET Coordinator in relation to Vocational Education and Training Courses. • Work with the Head of Senior Campus and Grade 11/12 Coordinator to construct and maintain the calendar. | <ul style="list-style-type: none"> • Evidence of Vocational Education and Training Courses that enhance the broader Teaching and Learning programme. |
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| PROFESSIONAL BEHAVIOUR | | |
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| KEY RESULT AREAS | KEY TASKS | KEY PERFORMANCE INDICATORS |
| Safeguarding Children and Young People | <ul style="list-style-type: none"> • Provide a welcoming and safe environment for children and young people. • Promote the safety and wellbeing of children and young people to whom we provide services. • Be aware of, understand and comply with the principles of the Child Safe Standards. • Ensure adherence to the School's Child Safety Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these. • Complete Child Protection training upon commencement at the School, and as required from there on in. • Take all reasonable steps to protect students from abuse. • Report any reasonable belief that a child's safety is at risk as per school policies and procedures. • Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner. • Ensure that your interactions with children and young people are positive and safe. • Provide adequate care and supervision of children and young people in your charge. • Act as a positive role model for children and young people. | <ul style="list-style-type: none"> • All Launceston Church Grammar School policy compliance is met. <ul style="list-style-type: none"> ○ ensure that your interactions with children and young people are positive and safe, ○ provide adequate care and supervision of children and young people in your charge, ○ act as a positive role model for children and young people, ○ report any suspicions, concerns, allegations or disclosures of alleged abuse to management, ○ maintain valid working with vulnerable people registration, and ○ report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people. |

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| | <ul style="list-style-type: none"> • Maintain valid 'working with children' documentation. • Undergo periodic 'national criminal history record' checks. • Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people. | |
| Work Safely | <ul style="list-style-type: none"> • Ensure you behave in a way that is safe and appropriate in all situations. • Undertake any training as required for the effective performance of your duties. • Follow Launceston Church Grammar School Workplace Health and Safety policy and procedures. • Report any hazards, accident and incidents. | <ul style="list-style-type: none"> • Student and staff safety are maximised. • Students and staff are not exposed to unnecessary risk of harm. • All Launceston Church Grammar School policy compliance is met. |

As the needs of the School change, other duties and responsibilities as reasonably required by the Director of Teaching and Learning (7-12), may be allocated.

| CONDITIONS OF EMPLOYMENT | |
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| Employment Legislation | <p>Specific conditions of employment are derived from the Fair Work Act, the Educational Services (Teachers) Award, the Launceston Church Grammar School (Teachers) Enterprise Agreement 1 January 2020 – 31 December 2021, Launceston Church Grammar School policies and procedures. Copies of these documents are available from the following websites:</p> <p>Fair Work Act http://www.austlii.edu.au/au/legis/cth/consol_act/fwa2009114/</p> <p>Educational Services (Teachers) Award 2020 – MA000077 https://www.fwc.gov.au/documents/documents/modern_awards/award/MA000077/default.htm</p> <p>Launceston Church Grammar School (Teachers) Enterprise Agreement https://www.fwc.gov.au/documents/documents/agreements/fwa/ae508572.pdf</p> |
| Remuneration | <p>Wages are based on the teaching salary scale as provided for in Enterprise Agreement. Qualifications and teaching experience are used to determine the salary step on the scale.</p> <p>In addition to base pay, a responsibility allowance will be negotiated.</p> |

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| Teaching Load | Time release of 12 lessons per cycle applies to this role. |
| Working with Vulnerable People Registration | <p>In accordance with the provisions of the <i>Working with Vulnerable People Act 2013 (Tasmania)</i>, all Launceston Church Grammar School employees are required to register to work with vulnerable people. This registration is commonly referred to as the Working with Children Check. Registration is issued by the Department of Consumer, Building and Occupational services; please refer to https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people for further information.</p> <p>Registration is valid for three years. Employees are responsible for the cost of registration. At the commencement of employment and every three years thereafter, employees must supply the People and Culture Department with a copy of their registration details or complete a Registration to Work with Vulnerable People Statutory Declaration until their registration application has been processed. Failure to obtain and / or maintain registration may result in termination of employment.</p> |
| First Aid | <p>All Launceston Church Grammar School employees are required to hold the HLTAID004 – Provide First Aid in an Education and Care Setting qualification.</p> <p>Employees are responsible for initial cost of this qualification. The School provides for the 3 yearly re-certification of this qualification, following commencement of employment.</p> |
| Teacher Registration | Tasmanian Teacher Registration must be complete before a teacher commences at Launceston Church Grammar School. |
| Travel | This position is based at the Senior Campus in Mowbray, however the need to travel both locally and interstate may arise. |
| Workplace Health and Safety | <p>As an employee of Launceston Church Grammar School, while at work you must:</p> <ul style="list-style-type: none"> • Take reasonable care for your own health and safety; and • Take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and • Comply, so far as you are reasonably able to, with reasonable instruction provided by the School; and • Cooperate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School. <p>Specific terms of reference can be found in Clause 28 the Work Health and Safety Act 2012 (Tasmania).</p> |

| SPECIAL REQUIREMENTS | |
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| Hours | <ul style="list-style-type: none"> • Out of hours work will be expected • Attendance for up to three days of each of the stand-down periods at the end of Terms One, Two and Three and for the week before the start of the school. |
| Time Allowance | <ul style="list-style-type: none"> • The total indicative time allowances may vary dependent upon student numbers. Please note that this may be changed from time to time by the Headmaster. |
| Key Competencies | <ul style="list-style-type: none"> • Superior leadership skills • Superior organisational and collaborative abilities • Excellent written and communication skills • Superior problem solving skills |
| Key Contacts (external) | <ul style="list-style-type: none"> • Personnel performing similar roles in other schools • Personnel who can provide external support |
| Relevant “Teams” | <ul style="list-style-type: none"> • Academic Care • Others as required |
| Appraisal Personnel | <ul style="list-style-type: none"> • Appraised by Director of Teaching and Learning |
| Appraisal Cycle | <ul style="list-style-type: none"> • Informal appraisal every year • Formal appraisal every 2 years (next Appraisal – October 2023) |
| Review of this Position Description | <ul style="list-style-type: none"> • This Position Description will be reviewed periodically • Last review in September 2021 • Next review in September 2022 |