Introduction

Eltham High School requires the services of an enthusiastic, highly qualified Curriculum Teaching and Learning Development Leader in the Mathematics area. The successful applicant will lead an enthusiastic team of teachers developing a teams approach to curriculum delivery and will share the core values and purpose of Eltham High School. A wide range of skills and the ability to respond to changing situations are valuable attributes in this position. Applicants are advised to address the selection criteria contained in this position statement.

Application and Closing Date

Applicants should apply via Recruitment Online. Your application must address the selection criteria contained in this Position Statement. Applicants will be short-listed and selected on the basis of merit.

Applicants are also requested to submit 3 copies of their application, referee’s list and Curriculum Vitae by mail or hand delivery to Eltham High School at the above address by 5:00pm on specified closing date. Do not email or fax applications. Written applications should include a cover sheet specifying your name, residential address, telephone number, email address, VIT Registration Number, DET Identification Number (T0 Number) and the Vacancy Number that you are applying for.

Appointment

The successful applicant will be appointed from the date specified. The appointee will be required to provide a current police records check and sign a medical declaration.

Further information

Further information regarding this position can be obtained from Judy Boyle, Assistant Principal. Information regarding Eltham High School can be found at http://www.elthamhs.vic.edu.au

1. The Nature of the Role

The Curriculum Teaching and Learning Development role is an important resource in the provision of effective curriculum and outstanding classroom practice across the school, stimulating and supporting staff in their efforts to enhance student achievement. The Curriculum Teaching and Learning Development Leader plays a crucial role in the delivery of the Eltham High School Charter Goals and Priorities that relate to curriculum, teaching and learning. The Curriculum Teaching and Learning Development Leader supports the work of KLA Staff, including a number of ETWR staff, who have responsibility for a range of activities in support of the KLA.

2. Accountability

The Curriculum Teaching and Learning Development Leader is accountable to, and supported by the Assistant Principal (Curriculum, Teaching and Learning) and works closely with the Curriculum Co-ordinator, other members of the Curriculum Committee and the Planning and Policy Development Committee of the school council.
3. Role and Responsibilities

Leadership
- to provide leadership for the staff of the KLA ensuring that:
  - the curriculum program of the KLA meets the appropriate state wide guidelines
  - the curriculum program takes due cognisance of School charter goals and Priorities
  - staff employ appropriate pedagogy, based within the “productive pedagogies” model, relevant to both the students and the content of the program
  - the KLA staff maintain their commitment to high standards and highly effective teaching practices
  - effective planning, implementation, review and development cycles are applied to the activities of the KLA
- to actively engage in the development and maintenance of a performance development culture within the KLA and across the school
- to assist the KLA staff in the performance of their roles and to foster a sense of team responsibility and co-operation within the KLA
- to be responsible for the support, assistance and guidance of staff in the KLA
- to advise and assist teachers new to the school, ensuring familiarity with course content, policies on record keeping, and assessment and reporting
- to oversee the provision of course materials for classes of teachers on long term absence
- in consultation with the Professional Development Co-ordinator, to identify the professional development needs of the Key Learning Area within the context of the whole school professional development plan and to assist in the development and implementation of programmes to address those needs
- to advise the Assistant Principal (Curriculum), Assistant Principal (Management and Community) and the Timetabler in matters relating to the allotment of teaching duties and timetables, and to work closely with the Business Manager in the deployment and supervision of ancillary staff connected to the KLA

Curriculum
- to be responsible for documentation, implementation and review of teaching and learning programmes, including reporting and assessment procedures
- to lead the development of new courses, or the modification of present courses in response to the requirements of the Curriculum and Standards Framework, the VCAA, the School Charter, and the needs of the school community
- to be a member of the Curriculum Committee

Administration
- to supervise the development of an appropriate budget for the KLA in consultation with the Business Manager and School Council Treasurer,
- to ensure that KLA staff use appropriate practices for
  - overseeing the expenditure of that budget
  - overseeing the maintenance of KLA resources in the KLA,
  - conducting an inventory of all stock and equipment
- to conduct regular KLA meetings, and provide the Principal and staff with a record of those meetings
- to undertake those duties required by the principal, appropriate to the position

4. Key Selection Criteria

4.1. A coherent educational vision and a capacity to communicate this vision to others, supported by a comprehensive knowledge of curriculum and educational issues relevant to the position and the ability to use that knowledge to improve outcomes for students.

4.2. Demonstrated ability to work independently, and to initiate, plan and manage significant change at a very high level in response to school goals and priorities.

4.3. A clear capacity to lead and foster a performance development culture among staff of the school.

4.4. Demonstrated ability to lead, manage and supervise a team of staff supported by the ability to display initiative and to work autonomously.

4.5. Outstanding organization, communication, presentation and interpersonal skills and the ability to follow projects through to the successful implementation of agreed outcomes

4.6. Demonstrated ability to lead the development whole school programmes that enhance appropriate student pathways.
PURPOSE STATEMENT

Each person at Eltham High School feels safe to be themselves and challenge and think critically, work in teams, show leadership and achieve success along many pathways.

Eltham High School values:  The Deeds that Count are:
- pursuit of excellence  
- social and environmental responsibility
- creativity  
- respect for diversity
- individuality  
- integrity

The following are our core values, which preserve and encapsulate our key purpose as the plans for the future are developed.

School Environment

Eltham High School sustains:
- a caring and supportive environment - one which fosters the development of the whole individual through trust, tolerance and respect,
- teaching and learning practices and a curriculum which engages the extension of an individual’s and a team’s unique creativity,
- an environment where individuals and teams are recognised for their commitment, achievement and contribution to enriching the school’s life,
- a school management philosophy which actively provides access to a rich, caring and supportive educational experience for all,
- a wealth of opportunities for the development of all students,
- a school culture built on honesty, integrity and open communication,
- active ownership and input by the school community in the life, purpose, direction and achievement of the school’s goals

Eltham High School excels in:
- preparing individuals for a life of continuous growth and management of change
- challenging individuals to maximise their potential for growth, learning and personal fulfilment in life
- the formation of individuals to enable them to pursue a worthwhile and personally rewarding life in society
- providing a safe, tolerant and nurturing environment for all individuals irrespective of where they are in their development
- providing stimulating and enriching educational experiences and opportunities which positively reinforce the process of life-long learning
- promoting enjoyment and excitement in learning

Envisioned Future

Eltham High School will continue to evolve as a vibrant centre of teaching and learning underpinned by active parent participation. Eltham High School is a learning organization, able to change and grow in response to the changing context and community that sustains it while holding true to its core values and purpose. It is recognised for its progressive, innovative and pioneering developments in the craft of teaching and learning and for the professionalism and expertise of its teachers in stimulating students in the pursuit of rich educational experiences both within and beyond the boundaries of structured study programs.

To achieve this goal Eltham High School will:
- create an environment for the rigorous debate of current and future educational practices and directions
- foster the passionate engagement of change while sustaining the integrity of its core values and purpose
- consolidate its educational programs into the school’s culture and ensure that they endure over time
- create an environment of professionalism and integrity in which to challenge and confront individuals within the school community whose behaviours and attitudes are inconsistent with the core values, core purpose and teaching and learning philosophies of the school
- position the school as a community asset for all ages with links to educational institutions globally and within Australia and be a source of inspiration and leadership in the development and provision of community education