



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	Deputy Head of Teaching and Learning
Reports to:	Head of School – Secondary
EBA/Award:	South Coast Baptist College Teacher Staff Agreement 2024 Promotional Allowance – Secondary Deputy
FTE:	1
Employment Type:	Full Time - Permanent
Start Date:	Semester 2, 2026

### Position Summary

We are seeking an outstanding experienced leader to step into a role that will provide strategic and operational leadership to equip, support and champion quality teaching and learning practices, curriculum implementation, assessment standards, and high-impact professional learning across the Secondary School. This position carries responsibility for curriculum coherence, instructional quality, assessment integrity, and continuous improvement.

In conjunction with the Head of School and Secondary Leadership Team, the Deputy for Teaching and Learning will help lead the HoLA team, maintain a small teaching load (likely 0.2FTE), model high impact instructional practice, and foster data informed improvement. In addition, the Deputy will strategically support the broader pastoral care team, oversee the SEAR process, ensure curriculum and reporting compliance, oversee the effective utilisation of Compass within the Secondary School, and engage actively in the broader Secondary and College community events.

### Job Description

The Deputy for Teaching and Learning will be responsible for the oversight, leadership and management of a number of key strategic areas, including, but not limited to:

#### Instructional & Pedagogical Leadership

- **Pedagogy Team Facilitator:** In conjunction with the Dean for Staff Development and Strategy, lead the 2026 Pedagogy Team and commence the development of an SCBC Secondary Teaching and Learning Playbook. This process will include targeted engagement with the AISWA HIPs program.
- **Staff Portal:** Oversee elements of the Secondary Staff Portal Website and deliver regular presentations on common practices and South Coast teaching strategies.
- **Professional Development:** In collaboration with the Dean of Staff Development & Strategy, provide strategic professional learning direction; coordinate and mentor participation in PLCs; embed instructional coaching, lesson observation, and feedback cycles aligned to school priorities.



- **Teaching Load:** Maintain a teaching load – likely 0.2FTE, and Model exemplary classroom practice and lead by influence, credibility, and instructional expertise.
- **Curriculum Focus Areas:** Lead and guide curriculum focus areas including academic organisation, sequencing, assessment efficacy, differentiation, and inclusive instructional design.

### Curriculum & Assessment Quality

- **Curriculum Plan:** Lead implementation of the Curriculum Plan and ensure alignment with WA curriculum requirements and ensure curriculum coherence and progression from Years 7–12, with particular oversight of senior school pathways and post-school readiness.
- **Policy & Procedure Governance:** Drive policy updates and procedure updates in the academic domain.
- **Assessment Integrity:** Lead Missed Assessment procedures (follow-up, penalties, support pathways).
- **Documentation Quality:** Oversee general curriculum documentation auditing, review and moderation.
- **Streaming:** Co-lead academic streaming and class placement processes.
- **Booklists:** Oversee booklist development, adoption, and communication.

### HoLA Leadership & Team Rhythm

- **HoLA Team Meetings:** Co-Chair and coordinate HoLA Team meetings (whole group).
- **HoLA Playbook:** Co-lead the design and commencement of building a HoLA Playbook clarifying standards, rhythms, artefacts, and decision-rights. Consider the paradigm of Grow, Equip and Challenge.
- **HoLA Team Leadership:** In conjunction with the Head of Secondary and Deputy team, provide leadership, oversight and direction to the HoLA team, including budgetary considerations, staff support and strategic vision and direction. Hold regular scheduled individual meetings (1:1's) with each Head of Learning Area.
- **Training:** Provide coaching and performance-development support to HoLAs aligned with professional review processes
- **Staffing Interviews:** Participate in staffing interviews and selection panels for Secondary teaching staff.
- **EA Team Hires:** In conjunction with the Inclusive Education Coordinator, support hiring, induction and development for Education Assistants, including role clarity and training needs.



### Data, Research & Academic Performance

- **Data Champion:** Partner with the Dean of Staff Development and the Director of Research as data champion for curriculum, including collection protocols, dashboards, and insight generation.
- **Academic Data Analysis:** Lead analysis of academic data (progress, achievement, equity), translating insights into improvement plans at school, faculty, and classroom levels.
- **T&L Survey:** Administer and review the annual Teaching & Learning Survey; convert results into targeted improvement cycles.
- **Culture:** Promote a culture of disciplined inquiry, evidence-based decision-making, and reflective practice.

### Student Support & Inclusion

- **Documented Plans:** In conjunction with the Head of Individualised Education, guide staff in administering support for students on documented plans, including approved adjustments.
- **SAER:** Lead the Students at Educational Risk (SAER) process, ensuring effective intervention, case management, monitoring, and escalation.
- **Homework Club / Rigorous Minds:** Oversee and schedule Homework Club/Rigorous Minds, linking interventions to data and teacher feedback. Oversight can include the utilisation of additional staff and connection with the Colleges Co-Curricular scheme.
- **Inclusion:** Ensure curriculum access, intervention, and extension pathways support all learners.

### Events, Ceremonies & Community Engagement

- **Events & Tours:** Coordinate academic-related events and support campus tours (curriculum narrative, classroom visits).
- **Academic Assemblies:** Co-Lead Academic Assemblies content and curation.
- **Graduation:** Contribute to graduation planning, including academic awards, citations, and reporting accuracy.
- **Parent & Guardian Engagement:** Lead academic communications, meetings, and escalation pathways with parents and guardians.
- **Presence:** Represent the College professionally in curriculum-related forums and partnerships

### Compliance, Systems & Reporting

- **Compass Approvals:** Approve all academic matters requiring Compass sign-off (e.g., assessments, adjustments, timelines).
- **Reports & Auditing:** Oversee Compass reports, learning tasks, and auditing for consistency and compliance.



- **Planner Oversight:** Oversee the planner for curriculum events, deadlines, and academic milestones across the year.
- **Compliance:** Ensure readiness for external review, audit, or accreditation processes.

#### Digital Learning & IT Collaboration

- **Learning Software Oversight:** Provide oversight and management of learning software (selection, licensing, staff enablement, usage analytics).
- **IT Committee:** Serve as an IT Committee member; ensure digital platforms support pedagogical priorities.
- **Integration:** Lead responsible integration of emerging technologies (e.g. AI-assisted tools) to enhance teaching, learning, and assessment.

#### Advocacy

- **HoLA and teacher support:** Support HoLA's with the leadership and growth of their department and teaching teams.
- **Meetings:** Support or chair meetings with parents and students as concerns or needs arise.

#### Professional Review

- Complete work and leadership tasks as directed by the Head of Secondary

The above description serves as a framework for ongoing professional reflection and development.

#### Selection Criteria

- Demonstrated experience in leading teams and teaching senior classes in a secondary school setting.
- Ability to inspire, equip and empower staff.
- Proven ability to plan and deliver engaging, curriculum-aligned lessons.
- Strong classroom management and Pastoral Care skills and ability to foster a positive learning environment.
- Ability to foster a culture of teamwork, trust, and shared responsibility, ensuring effective collaboration across departments and year levels.
- Effective communication skills with students, parents, and staff.
- Strong growth mindset with a focus on evidence-based practices, professional learning, and innovation in teaching and learning.
- Competence in managing staffing needs, including backfilling vacancies and ensuring continuity of teaching and learning programs.
- Deep knowledge of curriculum design, assessment practices, and contemporary pedagogical approaches aligned with school values and regulatory requirements.
- Ability to collaborate with staff across departments to promote a unified approach to Teaching and Learning and Pastoral Care.
- Strong organisational and administrative skills, including calendar planning and event coordination.



- Commitment to promoting student wellbeing, achievement, and school spirit through diverse and inclusive pathways.
- Willingness to contribute to the broader life of the College, including assemblies, newsletters, and professional development.

#### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
  - Following WH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
- First Aid certificate

#### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.