GEELONG LUTHERAN COLLEGE

Position Description
Director of Teaching and Learning (Primary)

Position Title	Director of Teaching and Learning (Primary)
Reports To	Heads of Primary (St John's Newtown and Armstrong Creek)
College Objective	At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools and demonstrate courtesy, cooperation and teamwork with fellow members of staff. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment depends largely on the maturity and professionalism of all staff members co-operating fully with the Executive Principal, Head of Secondary, Heads of Primary, other staff and the College Board. Staff are to adhere to the policies and the Lutheran teachings and to foster the ethos, culture and traditions of Geelong Lutheran College.
Position Overview	The Director of Teaching and Learning (Primary) is responsible for providing coordination of the International Baccalaureate (IB) Primary Years Programme (PYP) across the GLC Primary campuses. The Director of Teaching and Learning (Primary) is a member of the Primary Leadership Team, working closely with classroom and specialist teachers to lead the implementation of the IB Primary Years Programme (PYP) to maximise student outcomes. The Director of Teaching and Learning (Primary) will model Christian values, actively participate in staff spiritual retreats and Connect training, and foster the faith of students through devotions, worship, and Christian Studies. The Director of Teaching and Learning (Primary) reports to the Head of Primary (SJ) and Head of Primary (AC).
Duties and Responsibilities	**Communications and Community Engagement:** • Act as liaison between the school and IB. • Communicate PYP developments to staff, leadership, and the school community. • Develop cross-campus sharing and professional learning opportunities. • Disseminate IB information via internal/external channels and parent sessions. • Engage with the wider PYP network and community of learners. **Program Coordination:** • Develop and collaborate with the Teaching & Learning Leader at the St John's campus. • Manage the PYP Action Plan, and resource budget. • Ensure Essential Agreements are developed and maintained. • Align PYP with the Australian Curriculum, Christian Studies, Restorative Practices, Social and Emotional Learning, and other relevant programs in conjunction with Teaching & Learning Leader (SJ). • Promote and build primary school identity as a (Christian) PYP school –

internally and externally.

Pedagogical & Curriculum Leadership:

- Lead the development and implementation of the PYP framework, ensuring alignment with IB philosophy and standards.
- Support Teaching & Learning Leader (SJ) to implement PYP framework.
- Support teachers in planning, teaching, and assessing through inquiry-based approaches (AC).
- Develop structured Literacy and Numeracy programs incorporating explicit instruction, inquiry pedagogies.
- Ensure evidence-based practices are used across all learning areas.
- Oversee the development, review, and articulation (horizontal and vertical) of the Programme of Inquiry (POI).
- Align scope and sequence documents with IB expectations for skill progression and consistency.
- Facilitate collaborative planning and documentation.

Leadership & Coaching:

- Promote professional learning opportunities and make recommendations regarding internal and external training based on identified need and equity.
- Engage regularly with the College leadership team to review strategic vision and implementation of aspirations.
- Support the development and implementation of induction for new staff undertaking the PYP.
- Keep up to date of changes to the PYP and apply a continuous improvement approach to professional practice.
- Provide a structured coaching and mentoring program to support teams and individuals to develop collaboratively planned Units of Inquiry.
- Encourage and lead contemporary practices utilising ICT.
- Ensure students agency, and international mindedness are foci of planning.

Professional Development & Coaching:

- Organise and lead internal PD sessions; identify external IB training opportunities.
- Ensure new staff are mentored in PYP principles and practices.
- Facilitate PD that integrates Literacy and Numeracy strategies with PYP.
- Promote reflective practice and collaborative planning.
- Recommend internal and external training based on staff needs.
- Support orientation for new PYP staff and integration of digital technologies.
- Encourage discerning use of AI.

Assessment & Inclusion:

- Guide effective assessment strategies and promote student reflection and self-assessment as expressed in PYP standards and practice.
- Support date interpretation to inform teaching and align with IB assessment philosophy.
- Ensure instruction meets diverse learner needs in conjunction with Inclusive Education Leader.
- Promote inclusive practices and support interventions.

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	Spiritual Life: • Demonstrate a strong commitment to the ethos of Geelong Lutheran College. • Set an example of Christian living both professionally and personally. • Attend the Staff Spiritual Retreat and undertake Connect training. • Strengthen student faith through participation in devotion and worship and teaching Christian Studies within the curriculum. **Work Health & Safety:** • Be an advocate for work health and safety, demonstrating consistent adherence to safe practices. • Proactively identify, report, and manage potential risks and hazards. **Other** • To perform such other duties as may be required by the Executive Principal and Heads of Primary.
Key Selection Criteria	*Please **address the following criteria** within your application as it will form the basis to assess applicants for short-listing.* 1. Deep understanding and application of PYP principles and inquiry-based learning. 2. Strong knowledge of the Australian Curriculum (Prep – Year 6) and Early Years Framework. 3. Experience facilitating professional development and mentoring staff. 4. Expertise in diverse pedagogical approaches and curriculum leadership. 5. Proven ability in change management and leading school improvement. 6. Strong coordination skills in curriculum development and staff support. 7. Effective planning, facilitation, and documentation abilities. 8. High-level communication and interpersonal skills across stakeholders. 9. Strategic thinking and analytical capabilities. 10. Commitment to ongoing professional growth and College initiatives. 11. Alignment with Geelong Lutheran College's Strategic Vision and values. 12. Demonstrated ethical standards and openness to innovation.
Qualifications and Experience	• Qualifications and experience relevant to the duties and responsibilities • Current VIT Registration
Classification	**Terms and Conditions:** Please refer to the Lutheran Education (Victorian Schools) Multi-Enterprise Agreement 2023 **Tenure:** Three-year contract **Location:** Geelong Lutheran College St John's Newtown and Armstrong Creek Campuses

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer