

JOB DESCRIPTION

Position:	Director of Teaching and Learning (Prep – Year 6)
Appointed by:	The Principal
Report Directly to:	Head of Junior School
Effective:	Term II, 2026

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

“The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world.”

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview

The Director Teaching and Learning Prep – Year 6 plays a critical role in implementing strategic initiatives aimed at fostering a vibrant and high-achieving learning environment that supports student growth and success at The Illawarra Grammar School. This leader is responsible for providing exceptional learning experiences for every Junior School student and ensuring that learning decisions are guided by data and best practices. Through collaboration and innovation, the Director will build the capacity and professional development of teachers, ensuring alignment with the School's strategic goals and driving curriculum development to ensure that all students thrive.

The Director of Teaching and Learning Prep-6 is instrumental in ensuring academic excellence and the professional growth of teaching staff. This role focuses on creating a dynamic, inclusive, and high-performing educational environment that emphasises innovative curriculum planning, effective assessment strategies, and meaningful reporting processes.

Key Responsibilities:

1. Program Development (Prep – Year 6):

- Lead the design, implementation, and evaluation of engaging and differentiated learning programs
- Oversee the development of gifted and talented programs as well as learning support initiatives
- Foster innovation and creativity in curriculum planning to cater to a broad spectrum of learners
- Ensure co-curricular programs complement and enrich classroom learning experiences
- Collaborate with grade and specialist teachers to ensure that all teaching and learning programs reflect an explicit approach to teaching and stay abreast of new, innovative offerings for students
- Check school excursions, incursions, and events are aligned with NESA outcomes for final approval by the Head of Junior School (HOJS)
- Model best practice by teaching with a teaching load as determined by the operational needs of the School (approx. 0.4 load)
- Actively promote formation in the Christian faith and embed a Christian Worldview in all K-6 teaching programs in collaboration with the Chaplaincy team.

2. Syllabus Knowledge:

- Maintain a deep understanding of current NESA K-6 syllabi and Australian curricula, including updates and changes
- Provide guidance and support to teaching staff in interpreting and implementing syllabus requirements
- Ensure alignment between curriculum delivery and educational standards.

3. Assessments Creation and Moderation:

- Develop and oversee a comprehensive assessment strategy to measure student learning and achievement
- Lead the creation of formative and summative assessment tasks that align with curriculum outcomes
- Coordinate moderation processes to ensure consistency and fairness in student assessments
- Regularly review assessment data to inform teaching strategies and improve student outcomes
- Oversee external examinations and assessments (NAPLAN, ICAS, etc)
- Analyse and lead data analysis of all assessment forms and design responsive curriculum to improve student growth.

4. Reporting Process:

- Manage and support the development of effective and meaningful reporting systems
- Ensure student reports provide clear, accurate, and constructive feedback for parents and caregivers
- Guide staff in maintaining high-quality documentation and communication regarding student progress
- Support the use of digital tools to streamline the reporting process
- Oversee the Junior School reporting process as a complete representation of the teaching and learning cycle from planning to assessment, developing targeted report learning statements, and ensuring grades are accurate and defensible
- Oversee online digital learning portfolios, e.g., Seesaw uploads, to ensure all grades meet defined expectations
- Ensure OLLE year and specialist pages have relevant curriculum content.

5. Staff Professional Learning:

- Identify and address professional learning needs of teaching staff
- Plan and deliver professional development sessions aligned with school priorities and educational best practices
- Lead and contribute to the planning, provision, and implementation of appropriate Professional Development to achieve strategic outcomes
- Foster a culture of continuous staff improvement through mentoring, coaching, and feedback
- Promote collaborative learning opportunities among staff
- Support the Head of Junior School to build capacity in teaching staff, characterised by effective assessment practice, diligent student-tracking, and data-informed decision-making to ensure personalised learning, academic rigour and explicit teaching.

6. Communication and Community Engagement:

- Communicate to students, parents, and teachers about upcoming events and relevant information related to student learning and curriculum
- Contribute to the school newsletter, yearly report, OLLE, school magazine, and other publications as required
- Represent the School at various promotional and performance events as required
- Oversee parent-teacher interviews and student-led conference organisation and delivery
- Ensure academic subscriptions that support teaching and learning programs (e.g., Soundwaves, Maths Online) are effectively managed.

7. Leadership and Compliance:

- Support the Head of Junior School to promote best practice in every classroom to help ensure that The Illawarra Grammar School is known as a school that values and demonstrates high achievement
- Model and actively promote expert pedagogical practice
- Prepare for and submit all necessary documentation for NESA registration at an exceeding level
- Work with stakeholders to review and write policies and programs related to academic matters
- Oversee the academic award process, identification, and results analysis to ensure the recipients best reflect the criteria and values of the School
- Collaborate closely with the other members of the Junior School Executive
- Attend, and contribute to, the School's Leadership Team meetings
- Attend a minimum of one student camp per year
- Any other relevant activities as directed by the Principal.

Key Selection Criteria:

- Demonstrated expertise in curriculum design, assessment, and reporting for K-6 education
- Proven ability to lead and inspire a team of educators
- Strong knowledge of strategies to support diverse learning needs, including gifted education and learning support
- Excellent communication and interpersonal skills
- Commitment to fostering an inclusive learning environment
- Capacity for innovative thinking and problem-solving
- Experience in planning and delivering professional learning for teaching staff
- Excellent knowledge of current research and theory in regards to pedagogy and learning
- Design and manage online teaching and assessment hubs.

All teachers at Illawarra Grammar are expected to contribute to the Christian ministry of the School, to be loyal to the Principal and publicly supportive of her decisions.

Dr Julie Greenhalgh

Principal

January 2026