

# Learning Specialist – Curriculum Innovation

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## *Position Description*

**Position Level**

Learning Specialist – Curriculum Innovation

**1 Position**

### **Role**

Learning Specialists will be highly skilled classroom practitioners who continue to spend the majority of their time in the classroom delivering high-quality teaching and learning and have a range of responsibilities related to their expertise, including teaching demonstration lessons, observing and providing feedback to other teachers and facilitating school-based professional learning. Learning Specialists are expected to have deep knowledge and expertise in high quality teaching and learning in delivering improved achievement, engagement and wellbeing for students. The role of the Learning Specialist will be to model excellence in teaching and learning through demonstration lessons and, mentoring and coaching teachers in improving the skill, knowledge and effectiveness of the teaching workforce.

The Learning Specialist role is aimed at building excellence in teaching and learning within the Teaching Service.

### **Introduction**

The focus of this College wide position is on leading, managing and the improvement of the learning program through the processes of curriculum planning, assessment, moderation and feedback. The Leader would be responsible for our total curriculum (Year 7 through to 12) as well as providing intellectual and coaching support to the Domain Leaders. This position also involves leading, managing and improving curriculum systems and structures, including innovative programs such as STEM, integrated programs and inquiry based learning.

### **It is expected that the Learning Specialist performing this role will:**

- Provide high level educational leadership in the school community and beyond.
- Provide significant presence as a member of the School's Leadership Team.
- Support the Administration of the College and all other leaders and staff of the College in ensuring all school policies are implemented.
- Build and maintain collaborative teams and develop cooperative working relationships that produce excellence in teaching and learning.
- Demonstrate exemplary classroom teaching skills and successfully employ a range of suitable approaches that assist students to reach their full potential.
- Provide high level professional assistance to other teachers and to participate in actively promoting and supporting the College Performance and Development Process; including opening your classroom to other teachers, carrying out observations and walkthroughs and providing critical and constructive feedback.
- Actively contribute to and support a broad range of extra-curricular activities including: EXPLORE Evening, Parent Information Evenings, Pastoral Care Programs, College celebrations and other events.

- Demonstrate high level communication skills and professional behaviour when interacting with parents, students, colleagues and community.
- Show a strong commitment to developing their own ICT skills and actively use and encourage the use of ICT by others within the classroom.
- Actively contribute to the implementation of the Strategic Plan, Annual Implementation Plan, along with a broad range of other activities.
- Adopt a flexible attitude to the Leadership position description and complete other duties as required by the College Principal.

### ***Building School capacity and learning culture***

- Lead the implementation of a guaranteed and viable curriculum at Greensborough College.
- Lead and model the implementation of whole-school improvement strategies related to curriculum planning and delivery
- Lead Curriculum committee and Domain Leaders in building team capacity, accountability and a collaborative approach to the development and implementation of programs to meet the needs of the school community
- Lead Domain Leaders to achieve Strategic Plan goals regarding monitoring, development and documentation of curriculum, including:
  - Consistent curriculum design including common assessment tasks and timelines
  - Consistent practices across the school informed by evidence-based research
  - Curriculum design, documentation and delivery that incorporates best practice teaching and learning theories and strategies, with a view to improving student outcomes
  - Full documentation and publication of programs
  - Implementation of Learning Tasks for reportable assessment tasks
- Lead the implementation of personal learning, incorporating learning goals, so as to empower students to take control of their learning
- Lead the implementation of the interdisciplinary Victorian curriculum domain to ensure student growth and development and build staff capacity in understanding and implementing Victorian Curriculum elements and capabilities.
- Play a lead role in the initiation, planning and management of significant change in response to new educational directions and the Strategic Plan.
- Conduct a whole school review into strategies and programs that will enable all students to achieve high level learning outcomes.
- Work collaboratively with the Senior School Student Engagement and Wellbeing Leader in leading the development of a school curriculum model year's 10-12 VCE/Vocational Major/Vocational Pathways/VCAL/VET program which caters for the diverse needs of the students and prepares them for their chosen pathways and VCE assessments and exams.
- Oversee key processes such as assessment, moderation and feedback are effectively supporting curriculum delivery providing support to Domain Leaders.
- Actively promote and continue to embed our school culture of CARE – Courage, Aspiration, Respect and Equality.
- Take responsibility for ensuring that all curriculum programs are documented, online and in publications for staff, parents and the community to access.
- Liaise with the DET, regional or other consultants to facilitate the college's effective participation in relevant curriculum programs and activities.

- Draw on the support of experts in evaluating the college curriculum and performance data and responding to the findings.

### ***Building Teacher Capacity***

- Build capacity of teachers in assessment and moderation practices informed by evidence-based research
- Develop and lead a whole school assessment schedule that drives consistent teaching practice across the school.
- Promote understanding and ensure consideration of factors including student engagement, differentiation, inclusion, student voice, digital technologies and C21st skills in all curriculum development
- Initiate and Support staff in the processes of curriculum development, planning and review, specifically in relation to Vic Curriculum, VCE, VETiS and VCE Vocational Major study designs.
- Disseminate DET guidelines, research and materials to ensure all key staff are kept informed, to stimulate debate and provide teachers with models of quality teaching.
- Ensure that the Domain Leaders produce agendas and minutes for meetings and run effective meetings which allow planning and moderation time.
- Lead, support and mentor Domain Leaders in undertaking their roles as leaders of teaching and learning.

### ***Building Student Capacity***

- Ensure that there are common assessment tasks across all Domains and all year levels and that these assessment tasks address all learning styles and needs.
- Develop and lead a pastoral care/social emotional learning programs and provide an outline of roles and responsibilities to teachers.
- Review and audit curriculum offerings and gather feedback including through the use of data to ensure students are being given every opportunity to access all available pathways
- Lead the ongoing review of electives and develop curriculum design that provides for diverse learners and diverse pathways.

### ***Building Parent and Community Capacity***

- Develop a College Curriculum Handbook which contains the College Learning Programs for the staff and the community.
- Liaise with the Business Manager, Domain Leaders and Sub-school leaders to ensure that booklists and curriculum documentation are accurate and meet DET financial compliance requirements
- Provide regular curriculum information, advice and reports on college curriculum developments and decisions to leadership team, staff, council and the community.
- Oversee the College VET program including VETiS.
- At the request of the Principal Class, perform duties that will assist in the management and welfare of students and the efficient functioning of the College.