LEADING TEACHERS (DIRECTORS)
General Roles and Responsibilities

At Mount Ridley Prep – Year 12 College, Leading Teachers are referred to as Directors. As key members of the Senior Leadership team at the College, Directors are responsible for actively promoting the College’s vision, goals and processes. Each Director is expected to have a direct impact and influence on devising teaching and learning practices that result in positive student learning outcomes. In doing so they take responsibility for specific outcomes in relation to the Strategic and Annual Implementation Plans.

Directors are highly skilled classroom practitioners who also possess leadership skills, experiences and qualities to effectively lead major programs and continuous improvement strategies across the College. Directors are appointed under the tag of Educational Leadership and are assigned an initial portfolio after negotiation with the College Principal. Since successful applicants have demonstrated generic leadership skills, they are expected to be flexible and willing to alter their leadership role in line with changes to the College’s Strategic Plan and needs, as well as having the opportunity to further develop their leadership skills.

The current Director portfolios are:

- Director of Student Learning and Teaching Practice (Early Years Mini School)
- Director of Student Learning and Teaching Practice (Junior Years Mini School)
- Director of Student Learning and Teaching Practice (Middle Years Mini School)
- Director of Student Learning and Teaching Practice (Senior Years Mini School)
- Director of Student Engagement and Wellbeing (Early Years Mini School)
- Director of Student Engagement and Wellbeing (Junior Years Mini School)
- Director of Student Engagement and Wellbeing (Middle Years Mini School)
- Director of Student Engagement and Wellbeing (Senior Years Mini School)
- Director of Data and Student Outcomes
- Director of College Operations
- Director of eLearning and Resources
- Director of Student Pathways and Business Connections
- Director of Student Services

The following roles and responsibilities expected of Directors should be read in conjunction with the Victorian Government Schools Agreement – 2013 and are in addition to the individual duties specified by the College for each Director portfolio.

ROLE

Directors possess a proven record of high quality educational leadership, including an excellent capacity in leading and managing others in the process of change. They are outstanding and exemplary teaching and learning practitioners. Their roles include but are not limited to:

- Utilising a common language and shared understanding of what underpins an effective learning environment in a Prep to Year 12 educational setting;
- Working flexibly across a range of tasks and areas;
• Being ethical, robust and rigorous in terms of self-reflection and a commitment to the work of the Senior leadership team;
• Formulating the design, development and implementation of initiatives that support the operation of an effective performance and development culture at the College;
• Working on developing and improving the learning opportunities for all students through the utilisation of innovative approaches to teaching and learning;
• Having a significant presence as a member of the College’s Senior Leadership team;
• Leading teams that focus on the academic, social and emotional development of all students; and
• Assisting with communication and liaison tasks required to develop and maintain close and positive relationships between the College and the wider community.

**RESPONSIBILITIES**

In recognition of the importance of leadership and management, the key responsibilities of Directors include, but are not limited to:

• A commitment to the ongoing development of innovative education provision at the College, including eLearning pedagogies;
• Leading, the development, implementation and evaluation of innovative curriculum approaches that enable enhanced learning to take place, including supporting the application of the College’s one-to-one devices program;
• Attending and actively contributing to Leadership meetings/forums, including being committed to the optimum functioning of the Senior Leadership team;
• Using research findings to apply effective practices in the curriculum and organisational structure of the College;
• Actively participating in and leading professional learning within and beyond the College, including local and other learning networks;
• Driving professional learning for themselves and others, including modelling and coaching in classrooms alongside students, teachers and support staff;
• Developing, leading, managing and supporting high performing staff teams, including TaLT (professional learning teams) and the extensive use of student learning data;
• Leading and implementing effective student wellbeing and management processes;
• Maintaining a high profile at and commitment to College events and performances;
• Leading and supporting assigned staff teams through the annual performance and development process;
• Continually leading accountability processes that ensure a guaranteed viable and clearly documented curriculum;
• Leading the articulation of educational issues within the College and wider community;
• Deputising for the Principal Class team when required; and
• At the request of the Principal Class team, performing duties that will assist in the delivery of improved learning and teaching practices and the efficient functioning of the College.