



Masada College – Position Description

Key Role Information

Position Name	Head of Learning & Teaching ELC - Year 6
Reports To:	Head of Junior School
Key Stakeholders:	<ul style="list-style-type: none">• Head of Academic Care & Learning Support - ELC to Year 6• Head of Junior School• Head of Learning & Teaching - Y7 - Y12• Head of Languages - YK - Y12• College Head of Jewish Life• ELC Director• College Principal
Department	Junior School
Location	Masada College is located in St Ives in Sydney's leafy North Shore; a 20 minute drive from the central business district of Sydney. .

About Masada College

Our Ethos	Masada College bases its ethos on three things; being Jewish, being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study.
Mission and Vision Statement	An outstanding education grounded in Modern Orthodox Judaism, respecting the spiritual lives of all. Dedicating our minds to inquiry, our hearts to compassion and, and our lives to contributing to every field of human endeavour.

About the Role & Key Responsibilities

Summary	The Head of Learning and Teaching ELC to Year 6 is responsible to the College Principal through the Head of Junior School.
Role Accountabilities - Educational Leadership:	<ul style="list-style-type: none">• Demonstrate excellence as a classroom teacher;• Oversee the implementation of the Culture of Thinking in Masada College in partnership with the Head of Learning and Teaching in the Senior School and Deputy Principal of the College;• Coordinate in conjunction with the Head of Junior School, the professional learning of all Junior School staff;



- Work with members of the Junior School Teaching Team to develop effective classroom practice, drawing on the influence of the Culture of Thinking and the Reggio Emilia approach;
- Work in collaboration with the Head of Junior School and the Head of Academic Care in the Junior School to ensure that teachers authentically implement the NESA syllabi through the development and implementation of programs and learning experiences K-6;
- Oversee development and implementation of Scope and Sequences of learning K-6;
- Support and encourage staff in their use of IT in their classrooms and programs;
- Work with the Head of Learning and Teaching Years 7 – 12 to develop a whole College annual professional learning focus to be approved by the College Executive team;
- Induct new staff members in the Junior School to our teaching culture;
- Analyse data from various testing sources to inform Learning and Teaching;
- Provide professional leadership and management of staff;
- Monitor and support Teacher Accreditation;
- Develop and support an effective and collaborative Teaching Team across K-6;
- Keep up to date with educational developments, particularly in relation to curriculum, pedagogy and resource development and management;
- In collaboration with Junior School executive, monitor existing documentation required by NESA and ensure all requirements are adhered to by the school;
- Work in collaboration with the Head of Junior School to ensure that teachers implement
 - appropriate programs that are designed to meet the needs of all students.
 - effective processes for assessment and reporting.
- Collaborate with ELC and Senior School staff to develop continuity of Learning and Teaching programs and practices;
- Prepare and manage budget submissions and expenditure;
- In collaboration with Junior School executive, review and advise on school reporting and assessment;
- Administration and organisation, including internal and external assessments (eg: PAT, ICAS, NAPLAN), subscriptions, resources;
- Deputise for the Head of Junior School when required to do so.

Role
Accountabilities

- The Head of Learning & Teaching ELC to Year 6 will carry out a teaching load to be determined annually at the discretion of the College Principal;



**- Teaching
Requirements**

- Develop and maintain knowledge of curricula including new syllabus requirements and implement rigorous programs;
- Implement fair and consistent behaviour management and wellbeing strategies that encourage students to take responsibility and reflect the 'Grow Your Mind' and 'URSTRONG' programs;
- Ensure there is a safe learning environment;
- Perform administrative and organisational aspects of the role;
- Use innovative IT within the workplace;
- Support Masada's ethos and Orthodox Jewish Values and work cooperatively with College staff and members of the School community;
- Interact with students, parents and colleagues, fostering the College's mission of striving to achieve educational excellence in a caring and inclusive environment;
- This list is not limited to and will include other duties as required from time to time, as requested by the Head of Junior School and the College Principal.

Key Attributes

**Our ideal
candidate will
have/be:**

- High energy levels
- Strong communication skills, with ability to work as part of a team and independently
- Strong organisational skills
- Outstanding work ethic
- Confidence with NSW Syllabuses (including recently released syllabus documents)
- High level proficiency with technology
- Keen interest in pedagogy
- Experience in leadership
- Ability to show initiative, be proactive and positive

**Special
Requirements**

Variable Duties/Hours. The nature of the position is such that the Head of Learning & Teaching is required to be available outside the 'normal' School hours, to participate fully in the life of the College, to attend meetings and make presentations whenever necessary, and to represent the Head of Junior School on occasions, in some forums.

Applications to:



Contact

Mrs Raquel Charet
College Principal
hr@staff.masada.nsw.edu.au

**Applications
include:**

Cover letter outlining why you are suitable for this role
Resume detailing your previous experience as it relates to this role
Your current Working with Children Check Number
NSW Teacher Accreditation