WAGGA WAGGA CHRISTIAN COLLEGE
FORWARD IN FAITH

ROLE DESCRIPTION

COLLEGE VISION:

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

POSITION TITLE: Head of Teaching & Learning (Primary) – 2027

TENURE:	Position of added responsibility for three (3) years
ALLOWANCE:	POR 2
RESPONSIBLE TO:	Head of Primary School Principal
POSITIONS REPORTING TO THIS ROLE:	Learning Leaders – Primary
REVIEW:	Annual
REVIEWER:	Head of Primary School
AGREEMENT/AWARD	Christian Schools NSW (Teaching) Staff Multi-Enterprise Agreement - 2023

The Role

The Head of Teaching and Learning is responsible to lead the development, implementation and evaluation of teaching and learning across the Primary School.

The role promotes a culture of high expectations, supports teachers to use effective and engaging practices, and helps ensure every student is supported to achieve their personal best. The Head of Teaching and Learning also coordinates daily staff cover to support the smooth operation of the Primary School.

Core Requirements

The Head of Teaching & Learning – must demonstrate that at a minimum they:

- Are a committed Christian, who supports the College's Statement of Faith
- Have an active commitment to a bible-based church
- Have an appropriate teaching qualification, including NESA accreditation
- Have a current Working With Children Check
- Are able to lead and manage others and self to achieve effective delivery of educational programs
- Conduct themselves in a manner in keeping with the College Code of Conduct, modelling Christian maturity to the College community

Key responsibilities

Curriculum and teaching pedagogy

- Lead and support the development, implementation and review of Primary teaching and learning programs.
- Lead teachers to implement NSW syllabuses and maintain appropriate curriculum documentation.
- Lead teachers to implement consistent, evidence-informed teaching practices.
- Lead the implementation of the College's Teaching and Learning Framework
- Lead the development and implementation of learning programs that reflect the College's Christian faith, values and educational vision.
- Lead the development of appropriate ICT use in the classroom

Student progress, reports and assessment

- Work with teachers and learning leaders to monitor student progress and achievement.
- Coordinate the administration of standardised assessments including NAPLAN, PAT and other Primary testing programs
- Lead the implementation of the Primary Assessment policy and procedures for curriculum-based assessment practices.
- Identify trends and recommend priorities for improvement in teaching and learning.
- Liaise with the Learning Support team to support adjustments and equitable access to learning.
- Lead the development and implementation of a program for gifted and high-potential students, working with teachers to identify students and provide appropriate opportunities for challenge and extension.
- Monitor and review the program to ensure it responds to students' learning needs and supports their continued growth.
- Lead the administration of Student Reports in Primary
- Lead the administration of Parent-teacher interviews in Primary

Teacher development, accreditation and support

- Support and mentor teachers through professional conversations, coaching and feedback.
- Work with Learning Leaders to build consistency in teaching practice across the Primary School.
- Identify professional learning needs and assist in planning and delivering relevant opportunities.
- Encourage staff to share expertise, resources and effective practice.
- Lead the support of teacher accreditation requirements in the Primary school

Daily staff cover

- Coordinate daily cover for absent Primary staff in consultation with the Head of Primary
- Communicate cover arrangements clearly and promptly to relevant staff.
- Maintain accurate records of staff absences, casual bookings and cover arrangements.
- Ensure casual teachers have access to the information and resources needed for the day.

Leadership and collaboration

- Contribute to Primary leadership meetings, strategic planning and school improvement.
- Model the College's Christian faith, values and professional expectations.
- Build positive, respectful relationships with staff, students and families.
- Communicate decisions and information clearly and professionally.
- Undertake other duties related to the role as directed by the Head of Primary.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

To apply for this position, please submit the application form.

Applications should be addressed to the College's HR Officer, Melissa Hubbard and emailed to m.hubbard@wwcc.nsw.edu.au.

Applications for this position will close on Friday 13 November 2026.

I have read and understood the above Position Description

Name:_____

Signed:_____ Date:_____