WAGGA WAGGA CHRISTIAN COLLEGE
FORWARD IN FAITH

POSITION 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: 2027 Learning Leader (TAS) –Teacher

EMPLOYMENT CLASSIFICATION:	Learning Leader
TENURE:	Position of added responsibility for three (3) years
ALLOWANCE:	Level 1
TIME ALLOCATION:	FTE 1.0 (inclusive of teaching load)
RESPONSIBLE TO:	Head of Secondary
LIAISE WITH:	Head of Academic Administration
OVERSIGHT OF:	Year 7-12 Teachers of Faculty Areas Allocated
REVIEW:	Annual
REVIEWER:	Head of Secondary, Head of Academic Administration
AGREEMENT/AWARD:	Christian Schools NSW (Teaching) Staff Multi-Enterprise Agreement - 2023

The Role

The Learning Leader – TAS, is primarily responsible for the effective leading and coordination of the design and delivery of the relevant Faculty curriculum and associated pedagogy within the secondary school. Key to this is the fostering of a positive and collaborative team approach focused on the very best learning outcomes for all students and providing excellent academic and practical education from a Biblical perspective.

Core Requirements

The Learning Leader – TAS 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

SPECIFIC AREAS OF RESPONSIBILITY

Curriculum Development & Delivery Leadership

- Ensure that curriculum in Faculty areas is written and delivered with a Biblical Worldview perspective.
- Ensure that the curriculum documentation reflects both developments in the learning area and government requirements and is prepared, implemented, and evaluated in a systematic manner.
- In conjunction with the Faculty team, develop scope and sequence documents in Faculty areas.
- Ensure that the Faculty curriculum matches the needs and abilities of students and prepares them for HSC.
- Lead the periodic review of the Faculty curriculum.
- Involve the staff and student body in relevant competitions, exhibitions and other events – both within the campus and externally, and promote these events within the community.
- Remain up to date with outside developments in teaching and learning in Faculty area.
- Assist staff to maximise the use of COMPASS/CANVAS for their classes.
- Advise/liaise with Head of Secondary and Head of Academic Administration of timetable needs, including subject blocking and staffing requirements/requests.

Student Achievement

- Ensure effective learning by students, through providing guidance to staff on appropriate teaching and learning methodology and suitability of curriculum material and textbooks.
- Monitor student progress in each year level within the Faculty.
- Work with the Head of Academic Administration in analysing and using student progress and achievement data to inform and shape Faculty courses and teaching approaches.
- Promote the recognition and celebration of student achievement at Secondary levels.
- Ensure that the curriculum-related activities provide for extension, enrichment and remediation.

Staff Management

- Identify staff professional development needs and make recommendations.
- Help deliver professional development to staff as needed.
- Ensure staff are aware of and are utilising any Faculty resources within the teaching program.
- Collaborate with the Head of Secondary in ensuring teachers are implementing effective teaching practices within their classes and programs e.g. differentiated instruction, formative assessment practices, collaborative learning.
- If asked, to assist in any teaching performance related processes pertaining to teachers.
- Assist with the New Staff induction events and programs.
- Undertake designated teaching staff reviews in line with the College's learning framework.

Assessment & Reporting

- Assist your team to maintain consistent standards of assessment and reporting across the Faculty.
- Oversee the creation of examination papers, publications, report comments, student handbooks, course outlines etc.
- Review the standard of examination papers at all levels of the Faculty.

Administration

- Conduct purposeful and well-organised regular team meetings, ensuring that there is regular attendance and that all agendas and minutes are circulated, and action items followed through.
- Ensure the smooth operation of the Faculty through efficient organization, processes and communication.
- Co-ordinate the acquisition of new resources for the Faculty.
- Prepare annual budget submissions to the Head of Secondary, including prioritising need for capital resources.
- Monitor recurrent expenditure so as to observe budget allocation.
- Be aware of, and apply for, grants that would assist with resource acquisition or access to program development.
- Manage the curriculum resources of the Faculty.

Whole School

- Lead by example in terms of punctuality, preparation, fulfilling expectations, etc.
- Be prepared to write articles of an instructional / promotional nature for the school newsletter, magazine, etc.
- Promote the Faculty in active ways across the wider school community and provide extra-curricular activities.
- Participate in (or periodically contribute to) Professional Development weeks with all teaching staff.
- Attend and actively participate in meetings and days related to the strategic planning for the Secondary School strategic planning meetings.

Personal Growth & Review

- Share with the Principal, ways in which you can be supported and encouraged in your role.
- Be reviewed annually by a member of the Leadership Team.
- Continually develop and clarify understanding of the nature and purpose of Christian Education.
- Network with comparable leadership personnel particularly within the CEN movement.
- Seek out suitable PD and training options in leadership and up-to-date curriculum innovation.
- Read professional literature.
- Visit other schools and educational institutions as appropriate.
- Nurture all aspects of personal wellbeing.

TO APPLY

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 Sunday 6 September 2026.

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.

I have read and understood the above Position Description.

Name:_____

Signed _____ Dated _____/_____/_____