



"Train up children in the way they should go and when they are old they will not depart from it."
Proverbs 22:6

VISION

A hope filled Christian community pioneering personalised real-world education.

MISSION

Christ-centred K-12 education that inspires, nurtures and equips students to connect learning to life.

VALUES

Christian To The Core:

- We lead with innovation
- Commit to personalise learning
- Embrace partnerships
- And seek to Serve

POSITION DESCRIPTION

TITLE: Head of Future Learning 7-10 (Ulverstone)

APPOINTED BY: Executive Principal

RESPONSIBLE TO: Campus Principal Ulverstone

TENURE: 1 January 2025 – 31 December 2027

OVERVIEW:

Consistent with the Biblical principles that are foundational to Leighland Christian School, the Head of Future Learning 7-10 (Ulverstone) is directly responsible to the Ulverstone Campus Principal of Leighland Christian School and will:

- Be committed to and able to articulate the school vision, mission and values
- Be committed to purpose of the school as set out in the Constitution.
- Be responsible for continuing a Christ-like culture, tone, and atmosphere together with continual improvement of teaching and learning from a Christian perspective.
- Respect, promote and work within the organisational authority structures of a Parent Governed Christian school, as laid down in the Constitution of Leighland Christian School.
- Build and maintain the reputation of the school in the wider community and promote the school in public and private forums.
- Be responsible for overseeing the development and delivery of all 7-10 curriculum and hold 7-10 staff accountable
- Roll out the new Learning Framework with the Campus Principal across years 7-10 (including and not limited to explicit teaching, Project Based Learning, Design Thinking, Play Based Learning, Transformation by Design, Maths Pathway)
- In partnership with the Director of Academic Operations, WHS Risk & Compliance Manager, develop a philosophy of assessment and reporting in alignment with the school's vision, mission and values
- Be responsible for the development, training and delivery of all pedagogy within the Ulverstone secondary campus
- Roll out the new learning framework with the Campus Principals (including but not limited to explicit teaching, Project Based Learning, Design Thinking, Play Based Learning, Transformation by Design, and Maths Pathway)
- Lead and roll out the Literacy "Lifting Literacy Tasmania" mandate in years 7-10; [Lifting-Literacy-The-Community-Wide-Framework-A3.jpg \(2339x3308\) \(dpac.tas.gov.au\)](#)
- Develop and train staff in Ai (Artificial intelligence) practices and write policies and procedures for this practice.
- Working with the Campus Principal, train and develop years 7-10 staff on the Ulverstone Campus to use Transformation by Design and move it from a cognitive understanding and bring it to life in the 7-10 Secondary classrooms.
- Lead, train, inspire, keep accountable and encourage the Ulverstone 7-10 Learning Area Leaders. Have regular 1:1 meetings as well as whole group meetings at least twice a term.

- Participate in the Ulverstone Campus Management Team and attend meetings
- Introduce educational competitions and other experiences into the Learning at Ulverstone Secondary School
- Introduce and encourage partnerships with local and national Industry
- Work with the Ulverstone Campus Principal, capturing data (e.g. NAPLAN, PAT, etc) for each student's Personalised Learning Plans and help train staff to understand it and use it to meet students' point of need.
- Use LEGO serious play in meetings with staff as appropriate
- Encourage authentic student voice in the life of the school
- Contribute to the vision and implementation of flexible learning spaces on the Ulverstone Campus
- Any other responsibilities as assigned by the Executive Principal.

PERSONAL CHARACTERISTICS

- Clear evidence of a mature and flourishing Christian faith demonstrating Godly wisdom and Christ-like qualities, along with an evident commitment to serving Christ in Christian Education.
- Self-awareness and the ability to interpret situations and act appropriately.
- A recognised ability to lead in a manner that gains the trust and respect of the school community.
- A willingness to work collaboratively with all members of the Ulverstone Management team
- High level skills in planning, communication, coordinating and managing educational activities.
- A commitment to personal professional development in Christian Education and the broader educational landscape e.g. Future Schools, NTNAU, Literacy Consultant, Artificial Intelligence etc
- Adaptability, initiative, sensitivity, enthusiasm, optimism, and the ability to manage change effectively.
- A passion and skills to think outside the box, not to be constrained by past practice and willing to innovate and pilot new ways of learning.

KEY RESPONSIBILITIES:

The Head of Future Learning 7-10 (Ulverstone) is accountable directly to the Ulverstone Campus Principal for:

Spiritual Leadership

- Leading a Christ-centred, God-honouring educational community that reflects a Biblical worldview in all aspects of its culture, atmosphere, direction, and programs.
- Being a genuine example to the Local community of Christ-centred, humble, and courageous leadership.
- A sound understanding of Transformation by Design and able to train staff to move from a cognitive understanding to practical implementation.

Future Learning and Curriculum

- Overseeing development, documentation, and implementation of all 7-10 Secondary campus educational programs.
 - Ensuring 7-10 Scope and Sequences are all updated and loaded into LMS
 - Ensuring 7-10 unit TBDs are all updated and loaded into LMS
 - Ensuring all curriculum documentation is uploaded on school LMS
 - Ensuring all assessment tasks are uploaded on school LMS
 - Performing curriculum audits each semester working with LALs and report back to Campus Principal
- Ensure the curriculum follows the Australian curriculum with a distinctive biblical worldview and has a clear scope and sequence across key learning areas between primary and secondary years.
- Working with the Pedagogy coaches, lead, train and develop the Learning Area Leaders to ensure that consistency and compliance is achieved across the 7-10 Secondary Campus and train LALs in pedagogy. (explicit teaching, Project Based Learning and Design Thinking)
- Working with Campus Principals, ensuring all curriculum documentation is up to date for audit for school registration.

2. Head of Future Learning Teaching Curriculum 7-10 (Ulverstone) – Position Description



LEIGHLAND

LEIGHSTONE & BURNIE CAMPUS
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 Ulverstone (03) 6430 9999
 Burnie (03) 6430 9000
 Email: admin@leighland.tas.edu.au
 www.leighland.tas.edu.au
 ABN: 90 504 128 547

- Ensure all 7-10 curriculum across the school is documented on SIMON so parents, students and teachers can access it.
- Assisting and liaising with the SLT in professional development of teaching staff.

Reporting and Assessment

- Working with the Director of Academic Operations, WHS Risk & Compliance Manager, ensuring 7-10 reporting is implemented, checked, and monitored throughout the year.
- Ensure all 7-10 reporting is on SIMON, the school's new LMS, by designated timelines.
- Work with the Executive Principal, the Ulverstone Campus Principal, the Director of Academic Operations, and the WHS Risk and Compliance Manager on a new reporting and assessing philosophy.

Teacher Induction

- Write (in collaboration with the Campus Principals) a new Induction program with a specific focus on learning/teaching/pedagogy and roll this out to new teachers.
- Contribute and host with other Senior staff the New Teacher Induction Day at the beginning of each year.
- Connect new 7-10 teachers with Learning Area Leaders.
- Assign mentor/teaching partners for new 7-10 teachers to the school.

Student Voice and Agency

- Continue planning and implementation with the Campus Principal for substantial student voice and agency engagement in the Secondary years.

The Ulverstone Management Team

- Be a contributing member of the Ulverstone Management Team.
- Contribute to warm, trusting and highly effective relationships within the Ulverstone Management Team
- Develop and implement visionary, strategic, and operational planning processes across 7-10 School, in consultation with the Campus Principal.
- Meet weekly with Campus Principal and fortnightly with the Deputy Head of Campus for unity, clarity, accountability and developing positive relationships.

People Development and Management

- Provide direction, support, accountability, mentoring, and encouragement to the Learning Area Leaders
- Provide direction, support, accountability, mentoring, and encouragement to the Pedagogy Coaches
- Provide direction, support, accountability, mentoring and encouragement to the 7-10 Teaching staff

Personal and Staff Professional Growth

- Continually develop and deepen a personal understanding of the nature and purpose of Christian Education.
- Maintain a personal Professional Development program, particularly in respect of opportunities provided by CEN, IST, FSA, NTNAU, Literacy mandate, Ai and other appropriate professional organisations.
- Encourage and intentionally develop 7-10 staff alongside the Campus Principal in professional learning opportunities.

Community Relations

- Develop a sense of community and healthy relationships among staff and parents (including parent support groups) that encourages them to embrace and own the vision and values of the school.
- Ensure effective and appropriate lines of communication with parents and the community.
- Take responsibility for the effective management of parental concerns regarding 7-10 curriculum.

- Represent the school at official functions both within and outside the school as required by the Campus or Executive Principal.
- Maintain close association with National and State networks such as Christian Education National (CEN), Independent Schools Tasmania (IST), Future Schools, NTNAU and attend relevant training and events.

Relationship with the Board and Association

- Fully support the work of the Board and comply with Board directives.
- Prepare a monthly report for the Campus Principal.
- Be an Association member and attend AGM and Association meetings

Finance

- Keep the Campus Principal and Business Manager up to date with all relevant financial matters relating to the Ulverstone campus and contribute to the development of the annual budget and long-range financial planning.

QUALIFICATIONS

Strong academic qualifications in a relevant discipline from a recognised university and leadership-level experience in supporting teaching, learning and innovative initiatives will be positively considered. A Masters of Educational Leadership or equivalent will be looked upon favourably. The successful applicant must hold Full Registration or be in process in 2025 with the TRB and must hold or obtain a Working with Vulnerable People card. They must be an active member of a Christian church and lead an exemplary Christian life.

WORKING RELATIONSHIPS

The Head of Future Learning, Teaching & Curriculum 7-10 (Ulverstone) will;

- Report to the Ulverstone Campus Principal.
- Liaise with the Campus Principals, Director of Academic Operations, WHS, Risk and Compliance Manager, Business Manager, Community and Marketing Manager, Deputy Head of Campus - Ulverstone, Head of Learning Support, and 7-10 teaching staff, LMS administrator and Senior Staff PA.
- The following roles report to the Head of Future Learning, Teaching & Curriculum 7-10 (Ulverstone)
 - Pedagogy coaches
 - Learning Area Leaders - (STEM, Arts/Electives, HPE, CHEL)
 - 7-10 Teaching team
 - Senior Staff PA

CHILD SAFE STATEMENT

Leighland Christian School is committed to providing a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's child protection training program. The staff handbook contains copies of the School's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff are required to read.

ROLE ALLOCATION:

0.5 FTE

SALARY/CONDITIONS

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The salary and conditions for this position are in accordance with experience and performance and in the context of salaries and conditions that apply in the Tasmanian Independent Schools (Teachers) Multi Enterprise Agreement 2022.

ADDITIONAL INFORMATION

Head of Future Learning, Teaching & Curriculum 7-10 (Ulverstone) will be required to attend meetings, functions, camps, promotional events, and competitions as part of, or in addition to, normal working hours. Some duties may need to be performed at times other than during the School day or when students are not in attendance.

