LEADING TEACHERS – General Roles and Responsibilities

As key members of the leadership team at Mount Ridley Prep-Year 12 College, Leading Teachers will be responsible for actively promoting the College’s vision, goals and processes. Each Leading Teacher will be expected to have a direct impact and influence on devising teaching and learning practices that result in positive student learning outcomes. They will take responsibility for specific outcomes in relation to the Strategic and Annual Implementation Plans.

Leading Teachers will demonstrate leadership skills, experiences and qualities to effectively lead major teaching and learning programs across the College. They are appointed under the tag of Educational Leadership, with an initial focus on a specific advertised role. Since successful applicants will have demonstrated generic leadership skills, they are expected to be flexible and willing to alter their leadership role in line with the future growth in size of the College and changes to the College’s Strategic Plan and needs, as well as having the opportunity to further develop their leadership skills.

The following roles and responsibilities expected of Leading Teachers 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 Leading Teacher portfolio.

**ROLE**
Leading teachers will be outstanding and exemplary teaching and learning practitioners. Their roles will include but are not limited to:

- Working flexibly across a range of tasks areas;
- Formulating the design, development and implementation of initiatives that support the establishment of a 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;
- Leading cross-curriculum 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 Leading Teachers will include, but are not limited to:

- A commitment to the ongoing development of innovative education provision at the College;
• Leading, the development, implementation and evaluation of innovative curriculum approaches that enable enhanced learning to take place;

• Attending and actively contributing to Leadership meetings/forums;

• 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 staff through the development and implementation of a formal and informal coaching model;

• Developing, leading, managing and supporting the establishment of effective staff teams;

• Developing, leading and implementing effective student welfare and management processes;

• Leading the articulation of educational issues within the College and wider community;

• Maintaining a high profile and commitment to College events and performances;

• Deputising for the Principal when required; and

• At the request of the Principal, performing duties that will assist in the delivery of improved learning and teaching practices and the efficient functioning of the College.