



METHODIST
LADIES'
COLLEGE

Appointment of the
Director of Learning
and Teaching Excellence

Commencing January 2024

Candidate Information Pack



A background image showing a classroom scene. In the foreground, a young girl with blonde hair, wearing a green and white striped school shirt and a red jumper, is smiling and looking down at her work. Next to her, a boy with dark hair, wearing a purple school sweater, is focused on writing or drawing. They are at a table covered with a white cloth, which has various art supplies and papers on it. In the background, other students are visible, some wearing face masks, suggesting a school environment during a health-conscious period.

Contents

Welcome	1
Our College	2
Our People	5
Position Description	6
How to Apply	9

Welcome

It is with great excitement that we commence the search for our Director of Learning and Teaching Excellence at Methodist Ladies' College.

MLC is one of Western Australia's leading Schools for girls, pioneering education from Early Learning to Year 12, including boarding, on a single stunning campus on the Swan River in Claremont. Since its founding in 1907, MLC has embraced the tradition of looking ahead, delivering innovative and quality academic learning complemented by holistic experiences that prepare our graduates for a future we can only imagine.

Reporting directly to the Principal, the Director of Learning and Teaching Excellence will be a vital member of the Executive Leadership Team at MLC, leading and driving innovative pedagogical practices and the overarching MLC learning, teaching and curriculum framework. The successful candidate will be an inspiring leader with significant experience across various aspects of school life including learning and teaching, school operations, enhancing student experiences and in the leading and mentoring of staff.

We are seeking a leader who aligns with our values, culture and purpose and who will bring enthusiasm, energy and expertise to the new Executive Leadership Team. Our College Strategic Plan is presently under review and as such, the successful candidate will play an integral role in shaping the future of learning and teaching at MLC.

I invite you to discover more about our amazing College in the following candidate package. If you believe you are the right person for the role, I encourage you to submit your application.

We look forward to welcoming our new Director of Learning and Teaching Excellence to MLC in January 2024.

Rebecca Clarke
Principal



Our College

MLC is a leading girls' school from Early Years to Year 12, with boarding, pioneering education on a single stunning campus by the Swan River in Claremont. Founded in 1907, MLC has been transforming lives for over a century, by redefining education and embracing our tradition of looking ahead.

With an enrolment population of over 1000 students, MLC is large enough to provide a broad and diverse offering, but in a way that enables each student to feel known, valued and understood.

The MLC community is inclusive and diverse with more than 30 cultural backgrounds represented amongst our staff and student population. As a College of the Uniting Church, we are anchored by values that embrace all people equally, recognising that our unique differences are indeed our strengths.

OUR VISION

An international leader of holistic learning and teaching.

OUR MISSION

Mentoring motivated learners to pursue purposeful futures.

OUR VALUES

Integrity	<i>Seek truth</i>
Mastery	<i>Seek expertise</i>
Enterprise	<i>Seek resourcefulness</i>
Justice	<i>Seek fairness</i>



Early Learning and Junior Years

Our Reggio Emilia influenced Early Learning Centre, located on campus, welcomes boys and girls from age 2 through to 5. Our early years staff are professionally trained in The Phoenix Cup, a philosophical framework that works in synergy with the Reggio Emilia approach.

ELC children from Kindergarten participate in specialist subjects including Music, Yoga, Dance, Drama and Physical Education. They access the MLC facilities during their ELC journey preparing them well for their transition into the Junior Years.

The MLC Junior Years is a thriving campus of almost 300 children from Pre-primary through to Year 6. The junior years is a close knit community offering a holistic experience of academic, sporting, artistic and cultural activities for students, underpinned by strong literacy and numeracy frameworks. Dedicated psychologists work collaboratively with the teaching team to support wellbeing.



The Senior Years

Commencing at Year 7, the senior years at MLC is a vibrant community of learners who each bring unique skills and capabilities to their learning. Through the mentoring system, each student is known as an individual allowing her to feel valued and supported so that she can strive for challenge in her education.

Across each year of the senior years, students are gradually introduced to a greater number of elective subjects. A strong differentiation framework underpins the learning and teaching approach, allowing students to experience success and growth at each stage of their development.

Through the House system at MLC, strong bonds are formed and healthy competition between the Houses is promoted. Student wellbeing and connection is further supported through the wellbeing program and a team of professionals including Psychologists and the Chaplain work together to provide a supportive network of pastoral care to students.

In the later senior years, students are able to undertake a tailored pathway that is right for each individual. Whether this be an ATAR, General or VET pathway, or a blended pathway, dedicated academic staff are trained and ready to provide expert advice to support student choices and interests.

Given MLC's proximity as a neighbour to Christ Church Grammar School, we are pleased to work collaboratively to offer the Crossing the Fence program. Students in Years 11 and 12 at both schools are able to select courses that the other offers allowing students access to a wider range of subjects and activities to try.



Our People

Our valued MLC staff play a key role in our College's success and we are dedicated to attracting and retaining top professionals who are committed to inspiring our students and each other. We foster a collegial environment and supportive culture in which all teaching and operational staff can thrive.

Across all areas of the College including as coaches and peripatetic staff, we are a team of more than 500 people. We employ a diverse range of outstanding teaching, support, administration, grounds and maintenance staff who live out our College values of Integrity, Mastery, Enterprise and Justice.

The College Council oversees the governance of the College, which includes delivering the overarching strategy. The College Council is responsible for appointing the Principal.

The Principal and her Leadership Team work together to execute the Strategic plan and to oversee operations and management of the College. The Executive Leadership Team (ELT) consists of the Principal, Deputy Principal Senior Years, Deputy Principal Junior Years, Director of Learning and Teaching Excellence, Director of Corporate Services and Director of Marketing and Communications. The ELT is well supported by the College Leadership Team.

A career at MLC provides further advantages including:

- Salary packaging options
- Staff tuition discounts
- Exchange opportunities
- Professional Learning opportunities
- Access to College facilities including the Gymnasium and Swimming Pool
- Lunch provided



The Role

DIRECTOR OF LEARNING AND TEACHING EXCELLENCE

The Director of Learning and Teaching Excellence (DLTE) is a passionate and inspiring leader responsible for strategically driving the development of an innovative pedagogical framework for the College from ELC through to Year 12. Reporting directly to the Principal and working closely with the other members of the Executive Leadership Team, this role will lead and inspire excellence in pedagogical practices that are grounded in research and sequentially developed across year levels.

The DLTE will play a pivotal role in creating a new performance development framework for the College which will harness and grow the skills and capabilities of our dedicated staff through a model of collaboration, reflection and feedback, to ensure that staff remain committed to their own learning and development as professionals. The DLTE will work with the Junior and Senior Years Academic Learning Leaders on curriculum, academic data tracking and analytics, timetabling, coaching and related operational matters.

KEY RESPONSIBILITIES

The Director of Learning and Teaching Excellence will:

Leading Learning, Teaching and Curriculum

- Lead and drive the development of a contemporary and relevant pedagogical framework that inspires excellence in learning and teaching from Kindergarten (K) through to Year 12;
- Work collaboratively with all staff to identify and articulate an intentionally tailored MLC vision for learning and learner profile that will be integrated into the College educational and wellbeing frameworks;
- Ensure that the College's approach to learning and teaching is underpinned by rigorous research and evidence to ensure a "best practice" approach to educational excellence;
- Ensure the effective mapping, documentation, evaluation and ongoing review of the educational programs across the College;
- Provide vision and leadership in the development of approaches promoting assessment for learning strategies;
- Oversee the tracking of academic data Years K – 12 in conjunction with the Deputy Principal ELC – 6 and Deputy Principal 7 – 12 and other key staff;
- Take responsibility for the implementation, management and review of State/National curriculum changes and developments;
- Oversee the assessment and reporting processes, timelines and related policies and procedures;
- Oversee the College timetable timeline;
- Work with ICT and College leaders to implement emerging technologies that enhance and extend learning and teaching excellence across the College;
- Embrace and lead innovation so that it is embedded seamlessly across the pedagogical practices within the College;
- Model exemplary and effective pedagogical practices and coach and mentor staff as required;

Staff Recruitment and Development

- Work collaboratively with the ELT and staff to design and implement a bespoke performance development framework for the College;
- Assist with the selection, recruitment and appointment of teaching staff;
- Support the development of staff including managing underperformance by implementing and monitoring interventions and ensuring ongoing review, action and follow-up;
- Work with key staff to grow a culture of feedback and the sharing of practice as part of the performance development framework;
- Coach and mentor staff including teachers and academic staff;
- Foster and grow a supportive environment in which staff can grow and perform at their best;
- Help oversee the professional learning of teaching staff including the implementation of a professional development program that enhances the delivery of key curriculum and excellence in Learning and Teaching outcomes;
- Participate in the induction of teaching staff.

Communication

- Be an active and visible leader within the College;
- Communicate with students, parents and staff on matters relating to learning and teaching;
- Be involved in meetings with parents and students as required;
- Organise information evenings, seminars and presentations to update community members on key curriculum initiatives when and as required;
- Prepare and publish articles including thought leadership pieces in the newsletter, magazine, website and other through other communication channels.

Organisation and Administration

- In conjunction with key staff, oversee the development, review, publication and communication of academic policies and procedures;
- Contribute to the development and maintenance of efficient administrative policies and procedures;
- Participate in the annual budgeting process and oversee budgets as required;
- Attend meetings of the staff consultative committee as required;
- Attend and lead meetings as required;
- Attends School functions and special events as required.

Other

- Engage in forums essential for leadership development, including national, international and local events;
- Build effective partnerships with external stakeholders including across local, national global educational environments, tertiary and industry sectors to enhance the educational offering of the College;
- Deliver presentations to the College Council as required;
- Be a positive ambassador for MLC and promote the College whenever opportunities arise;
- Analyse student needs to develop appropriate programs to motivate, engage and meet the needs of all students;
- Monitor the delivery and development of curriculum and methodology to maintain excellence in practice across all year levels.

SELECTION CRITERIA - QUALIFICATIONS, SKILLS AND EXPERIENCE

Candidates should demonstrate the following in their application:

- University qualifications in Education;
- Post graduate qualifications in pedagogical leadership or similar (highly desirable);
- Eligibility for registration with the TRBWA, and certification with other regulatory authorities eg: WWCC;
- Proven School leadership experience with a track record of leading and inspiring innovation, change and positive outcomes;
- A strategic focus and exceptional problem solving capabilities;
- Superior knowledge of current research, trends and best practice approaches to learning and teaching;
- Outstanding communication, collaboration and interpersonal skills with the ability to manage stakeholders and navigate complex conversations;
- A high level of resilience, a calm, clear thinking and positive disposition, an optimistic outlook and emotional agility to readily pivot as required;
- Strong advocacy for all girls' education and the promotion of all girls' environments.

CONDITIONS

This is a full-time, five-year fixed contract position. A performance evaluation will occur within the first 6 months to confirm appointment in the role for the remainder of the contract. In the first six months of the final year of the contract, the opportunity for renewal will be discussed with the incumbent. A salary commensurate with the skills and experience of the successful candidate will be negotiated.

The successful candidate will be required to teach one class. This position will require out of hours work.

DIRECT REPORTS

- Head of Academic Departments
- Head of Inclusive Learning
- Head of Innovation
- Chief Timetabler
- Careers Practitioner

KEY RELATIONSHIPS

Internal

- Executive Leadership Team
- College Leaders
- Teachers K-12

External

- SCSA
- Tertiary/Industry Partners

How to Apply

All applications will be treated with the utmost confidence.

Please apply online to the Principal, Ms Rebecca Clarke.

Confidential enquiries can be directed to the Principal's Office via

08 9383 0208 or **principal@mlc.wa.edu.au**

Candidates should provide the following documents with their application:

- Covering letter outlining your motivation for applying;
- A statement addressing the selection criteria, demonstrating their related skills and experience (max. 4 pages);
- Curriculum Vitae detailing qualifications and teaching experience;
- Details of three (3) referees including two (2) who have been reporting Managers
NB: Referees will not be contacted without candidate consent.

Applications close by 5pm on Friday 4 August 2023.





**METHODIST
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