



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Director of Teaching and Learning

POSITION	Director of Teaching and Learning
RESPONSIBLE TO	Principal & School Senior Leadership Team
EMPLOYMENT TERMS	Fixed Term Contract
PREPARED BY	Principal
ISSUE: 01	DATE: August 2026

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The Director of Teaching and Learning (DTL) is responsible for ensuring the effective and efficient day-to-day administration and direction of educational practices in the School from Prep to Year 12. The focus of this role is to ensure that pedagogy in the School is lead and directed in a planned, structured and intentional manner. The DTL will adopt a "hands-on" approach to all issues affecting the School and will demonstrate a student-centred philosophy in the administration of the portfolio.

Duties and Responsibilities

The Director of Teaching and Learning will have responsibility for:

- a. The introduction and/or consolidation of sound teaching and learning initiatives that will underpin the educational philosophy and direction of the School
- b. Strategic planning and implementation of the processes that will ensure the successful implementation of innovative teaching and learning theories and practices within the school



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- c. Monitor, support and continue to develop a focus on WALKTHRU's and IRIS usage
- d. The School adopting a clear primary focus on learning theory and 'how students learn best' as its organisational principle in all matters related to teaching and learning
- e. The development and administration of programs and structures in the School that focus on teachers becoming more knowledgeable and effective in their delivery and understanding of effective and dynamic educational practices including the use and monitoring of AI
- f. Liaise with principal with regards to appraisal and evaluation processes adopted by the School with regard to educational staff, Learning Area Leaders, and any other positions of responsibility that fall under the Teaching & Learning area
- g. Assisting and liaising with Learning Area Leaders in the allocation of teaching loads to the most appropriate educators
- h. Supporting the School's child safety culture by strict adherence to the Child Protection Policy and Code of Conduct

Specific Responsibilities

Management and Operations

- a. Manage, guide and support the Curriculum Coordinator, Assistant Head of Junior School - Teaching and Learning and the Learning Area Leaders to ensure the fulfillment of their duties
- b. Ensure the effective and efficient operation of the educational programs in the School
- c. Assist the Principal in the development and documentation of Educational Policies for the School
- d. Ensure that the educational philosophy of the School is seen to be an integral part of the whole organisation – and, as such, that The King David School is seen to be one school
- e. Coordinate whole-school Professional Development days and continue to monitor teacher development through mentoring and peer review programs
- f. Provide accurate and informed information to the School Principal regarding staffing needs, resource needs and student/teacher needs as they pertain to and affect teaching and learning practices in the School
- g. Provide staffing and workload data to executive leadership to support strategic workforce planning
- h. Be involved in the recruitment of teaching staff for the School
- i. Assist the School Principal in making staff appointments for the School, Learning Area Leaders (LALs), and other Positions of Responsibility
- j. Monitor the classroom performance and teaching effectiveness of all teachers and take the necessary steps of intervention when necessary
- k. Attend all meetings when required to do so



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- I. Teaching as required

Curriculum, Assessment and Administration

- a. Oversee the delivery of NAPLAN and ALLWELL testing
- b. Coordinate and liaise with the Curriculum Coordinator subject selection processes, VCE information sessions, subject expos, and curriculum forums for parents and students
- c. Manage and facilitate student enrollments in external study options, including Victorian School of Languages and Virtual School Victoria
- d. Lead the structure of VCE blocking grids, subject offerings, and the publication of annual curriculum handbooks
- e. Monitor continuous reporting and student results via myKDS, evaluating learning trends and academic outcomes in conjunction with Curriculum Coordinator
- f. Oversee central curriculum documentation, ensuring Google Drive structures are organised, maintained and utilised as the primary repository
- g. Collaborate with Student Services and LALs to identify, track and implement intervention strategies for academic at-risk students

Professional Learning and Community Engagement

- a. Plan, design and deliver whole-school Professional Development (PD) days annually in conjunction with the Vice Principal
- b. Review and approve individual staff PD requests, ensuring alignment with school priorities and budget capacity
- c. Facilitate peer observation, mentoring and collaborative learning opportunities across the school.
- d. Serve as an instructional bridge between the Junior and Senior Schools, attending curriculum meetings across campuses
- e. Communicate educational strategy, academic updates, and subject pathways effectively to parents, staff and the broader community

Financial and Budgetary Management

The Director of Teaching and Learning maintains oversight and approval authority for assigned portfolio budgets, ensuring resources are allocated efficiently and kept within approved limits;

- Whole-School Professional Development (PD) Budget
- Learning Area Leader (LAL) Budgets
- VET Internal Budget
- Philosophy Program Budget
- Food and Society Program Budget



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- R.I.S.E Program and Gifted and Talented Budget
- Teaching and Learning Petty Cash

Communication

- Effectively communicate with teaching staff regarding teaching and learning direction and expectations
- Attend curriculum and planning meetings in both the Junior and Senior Schools.
- Provide teacher support and guidance
- Form a 'bridge' of contact on teaching and learning issues between the Junior and Senior schools
- Refer specific concerns or needs to the School Principal
- Effectively communicate subject information with parents as required

General Accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

Key Performance Indicators



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KPI 1	The DTL fulfils the duties and responsibilities as set out in the position description
KPI 2	The DTL is approachable in dealings with students, staff and administrators
KPI 3	The DTL promotes a team environment and is able to command the respect and support of teachers

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date