



Position Title	Head of General Teaching and Learning - Yeshivah Primary School
Reports to:	The Yeshivah – Beth Rivkah College Principal
Campus	Yeshivah Primary
Blurb	<p>Yeshivah – Beth Rivkah Colleges is an orthodox Jewish community school operating according to the ethos and values of Chabad, from Early Learning until Year 12. Our boys' Primary campus is seeking a Head of General Teaching and Learning.</p> <p>The core role of the Primary Head of General Teaching and Learning (HoGTL) is to lead and manage the Yeshivah Primary General Studies (GST) Teachers Years Foundation (Prep) - 6 with a specific focus on enhancing the quality of Teaching and Learning in the classroom and increasing student engagement.</p>
Commencement Date	Start of School Year 2020
Employment Status	Full Time
For more information or to submit a cv please contact	recruitment@ybr.vic.edu.au
Detailed Role Description	<p><i>The core role of the Primary Head of General Teaching and Learning (HoGTL) is to lead and manage the Yeshivah Primary General Studies (GST) Teachers Years Foundation (Prep) - 6 with a specific focus on enhancing the quality of Teaching and Learning in the classroom and increasing student engagement.</i></p> <p><i>This multifaceted role will see the HoGTL support, document and develop a dynamic, comprehensive GST Curriculum, ensuring all teachers are supported in the implementation of the curriculum and that we are meeting our strategic goal of "nurturing and recruiting inspirational teachers" in every classroom. They will oversee assessments and reporting, and work closely with the Leadership Team to ensure student's individual academic and welfare needs are being met in regards to providing support, differentiation and integration in GST including various extension or Gifted and talented programs. The HoGTL will also work closely with the Head of Jewish Teaching and Learning in the day to day management of the Primary Campus, budgeting and resourcing, as well as the integration and alignment of the General and Jewish Studies curriculum offerings where appropriate.</i></p> <p><i>This is a senior role and the successful candidate will require proven leadership and team building skills, and a strong background in, and command of, content areas (curriculum) and academic assessments. They will need to possess a systematic,</i></p>



	<p><i>innovative and organised approach to monitoring and improving the quality of Teaching and Learning in every GST classroom, and inspiring both staff and students alike.</i></p> <p><i>YBR Colleges is a proud Child Safe School with accreditation from the Australian Childhood Foundation. All applicants will be required to undergo an extensive screening process prior to appointment in line with our commitment to child safety.</i></p> <p><i>Please see a detailed job description below.</i></p>
<p>Applications Close</p>	<p><i>Applications, including CV and cover letter, should be emailed to: recruitment@ybr.vic.edu.au by 17 October 2019</i></p> <p><i>Please note that only shortlisted candidates will be contacted</i></p>



POSITION DESCRIPTION:

HEAD OF GENERAL TEACHING AND LEARNING - YESHIVAH PRIMARY (HoGTL - YP)

Primary Role:

Under the direction of the College Principal, the Head of General Teaching and Learning (YP), together with the Head of Jewish Teaching and Learning (HoJTL), leads and shapes the current and future direction of all General Teaching and Learning offerings across the Primary School. The HoGTL is ultimately responsible for the consolidation and implementation of the vision for the overall education, innovation, implementation, leadership and management of all GST curricular and co-curricular offerings and programs, through both formal and informal education. Their role is to nurture and expand the capacity of the GST educators, and to enhance student engagement, love and enjoyment of learning in every classroom while respecting and upholding the Jewish life and ethos of the school.

The HoGTL will also share responsibilities for the day to day management of the campus with the Head of Jewish Teaching and Learning.

The HoGTL will operate based on the following YBR Operational Principles:

1. Continuously improve **student** learning, Yiras Shamayim, development and wellbeing
2. Nurture (existing) and recruit (new) inspirational **staff**
3. Strengthen and build **parent**/communal partnership with the school (Public Relations)
4. **Resource** management and enhancement

Our aim is to develop students who:

- Are imbued with Jewish (through the lens of Chabad Chassidus) and Australian ideals and values, and are dedicated to Torah study and keeping Mitzvos
- Are lifelong, self-directed learners
- Are imaginative and creative
- Are confident in their abilities
- Are socially and emotionally well balanced (by providing them with a range of activities and opportunities)
- Will transmit the Jewish heritage onto future generations
- Will be future leaders in their chosen fields and in the community



EXPANDED ROLE:

A. STRATEGIC DIRECTION:

To work closely and in conjunction with the College Principal and Head of Jewish Teaching and Learning, to shape and implement the overall strategic plan for YP within the context of the greater YBR strategy. This includes:

- a. Expanded and improved educational and student development and welfare initiatives
- b. Nurture and develop staff capacity
- c. Exploring educational innovation and current trends in educational Research and Technology
- d. Future-proofing the facilities and resources
- e. Cross-Pollination of ideas with other campuses
- f. Marketing, recruitment and retention of students and families, including imbuing a deep sense of pride/connection and belonging amongst students, staff and families
- g. Budget management
- h. Together with the HoJTL, being the face of the YP Campus to internal and external stakeholders

B. STAFF LEADERSHIP & DEVELOPMENT:

Cultivate and lead a GST teacher team, as well as ensure all teachers are part of a whole of Primary School faculty, with a specific goal of increasing teacher capacity and professionalism to enhance student engagement:

- a. Monitor and enhance the standards of professional practice / competence in every classroom
- b. Nurture, upskill and mentor existing staff to be inspirational pedagogs
- c. Interview and recruit new staff and support / mentor them to become inspirational pedagogs in conjunction with other members of the SMT and College Principal
- d. Professional Development – working with the College Principal and alongside fellow SMT members, to develop a strategic plan for YP GST professional development, targeting the needs of all the GST teachers, specific groups and individuals
- e. To develop and communicate clear goals, roles and responsibilities for all GST staff in YP
- f. Monitor performance and provide feedback, performance review and performance management for all GST staff in YP
- g. Enhance the GST team culture and foster a culture of collaboration and collegiality between all staff
- h. Work with each GST classroom teacher to create a vibrant environment within their classroom, i.e. décor, music, family engagement / involvement, class communications / newsletters, co-curricular and informal class ideas
- i. Support staff members who are involved in the VIT accreditation process through lesson observation, mentoring, writing of testimonials and completion of required paperwork



LEADERSHIP & SUPPORT PORTFOLIOS:

<p><u>General Studies Leadership / Teaching & Learning:</u></p>	<ul style="list-style-type: none"> i. Support, document and further develop a dynamic and comprehensive GST curriculum ii. Continuously upgrade the GST curricular offerings into a comprehensive whole school picture of GST skills and knowledge iii. Work alongside and closely with the HoJTL to integrate and align the General and Jewish Studies curriculum offerings where appropriate iv. Enhance student engagement with the GST curriculum v. Achieve cutting edge and innovative delivery of the GST curriculum vi. Ensure the provision of targeted and relevant PD, mentoring and coaching vii. Ensure effective and efficient documentation of the GST syllabus and curriculum and LMS utilisation viii. Work closely with the Head of Preschools and the Beth Rivkah Secondary (BRS) Head of Teaching and Learning to ensure continuum in the Teaching and Learning from Kinder to Primary School through to High School ix. Together with the E-learning team, model and assist staff with the use of technology and the implementation of ICT to support the curriculum in their classrooms. Lead the SEQTA Learning Management System implementation (training available) x. Coordinate the NAPLAN process and other external assessments and standardised competitions such as Commonwealth maths competition etc. xi. Formulate and revise school policy in relation to curriculum and teaching and learning in accordance with National requirements and Regulatory Bodies
<p><u>Assessment</u></p>	<ul style="list-style-type: none"> i. Coordinate and implement effective assessment and reporting protocols for GST curriculum P-6 Assessment and Reporting – course outlines, reporting templates, reports, outcomes, report proofing etc. ii. Ensure assessment and reporting is aligned with the curriculum iii. Collate, analyse and evaluate all assessment data iv. Facilitate the use of assessment data to inform future instruction



<p><u>Student Welfare & Development:</u></p>	<p>v. Working alongside the Head of Jewish Teaching and Learning, Head of LE and welfare staff to:</p> <ul style="list-style-type: none"> i. Continuously improve the learning, development, and well-being of all students ii. Effectively implement a comprehensive welfare and behaviour management system iii. Provide proactive personal development programs, including a health curriculum in line with the ethos of the College iv. Ensure all students and families, in particular those at risk / experiencing difficulty are being looked after v. Work with HoJTL and Head of Students / Student Welfare to design a proactive structure to develop student leadership, personal growth and development – i.e. house spirit, honour roll, badges etc. vi. Work with Head of Jewish Teaching and Learning, Welfare and Senior BRS management to retain students and direct them to continue their education in BRS vii. Work with the SMT to ensure all student management and welfare policies are revised, relevant and implemented effectively across YP, in particular: <ul style="list-style-type: none"> 1. Student attendance and punctuality 2. Uniform and attire 3. Davening etc.
<p><u>Differentiation & LE:</u></p>	<p>Work closely with the Head of LE to:</p> <ul style="list-style-type: none"> i. Ensure comprehensive LE is provided across General Studies – both in and out of class, support and extension ii. Ensure appropriate and effective screening, assessment and referral protocols for GST are in place iii. Ensure effective educational support, integration programs and appropriate in-class differentiation for all students requiring additional GST assistance are in place. This is accomplished by: <ul style="list-style-type: none"> a. Liaising with relevant teaching staff, parents, external professionals b. Comprehensive IEP development monitoring and review c. Recruiting, training and supporting educational aides and tutors iv. Provide effective extension / Gifted & Talented programs in GST v. Support the LE Department to maximise relevant funding applications to meet the educational requirements of every student
<p><u>Educational Administration:</u></p>	<ul style="list-style-type: none"> i. Work alongside the Head of Jewish Teaching and Learning in relation to:



	<ul style="list-style-type: none"> a. YP Timetable b. Daily org (teacher cover, change of routine etc.) c. Co- curricular offerings ii. Work closely with the HoJTL and SMT to arrange events including but not limited to: <ul style="list-style-type: none"> a. Parent Teacher Evenings b. PSG meetings c. Guest Speakers d. School Camps e. Presentations and Graduations f. Assemblies g. Sporting events etc (with Sports Coordinator)
<p><u>Campus Wide Pastoral:</u></p>	<p>Together with the College Rabbi Pastoral, Head of Students / Student Welfare, and the YBRSL Board Rabbinic Sub-Committee,</p> <ul style="list-style-type: none"> i. Ensure every student and his family is included and connected to the YP community/family (retention) ii. Ensure families and students in need are provided with rabbinic guidance and counselling to iii. Ensure staff are provided with hashkafic guidance on educational matters iv. Ensure rabbinic counselling is provided for acute staff needs
<p><u>Office Administration Staff:</u></p>	<p>Together with the YP SMT, direct and lead the YP Office Administration to adequately support and provide the administrative backbone for the smooth functioning of the campus across all staff, student and parent needs. The YP Office Admin Team also function as part of a full YBR admin team.</p>

C. CALENDAR & EVENTS:

The HoGTL YP, together with the HoJTL, will direct and have oversight of all YP GST events and functions in the YP calendar and will be the face of YP where appropriate at such functions. These events will be supported by the YP office administration.

D. POLICY, BUDGET and RESOURCE MANAGEMENT:

- a. Input and assist with GST related policy review, upgrade and implementation
- b. The Head of YP GST is responsible for the forward planning, management and monitoring of the YP GST resources and budget
 - i. Revise annual GST campus budget with the YP SMT, and COO & Principal
 - ii. Suggest and submit budgetary projections
 - iii. Monitor and allocate relevant budgets to appropriate activities and faculty areas, including Staff Professional Development



- iv. Work alongside the YP SMT and other staff to identify appropriate textbooks, media and learning resources for inclusion in the book lists and levies
- c. Be an active member of the school-wide e-learning steering committee in relation to the ICT budget
 - i. Sign off on the YP GST campus ICT budget expenditure in context of the College's holistic ICT Budget (i.e. hardware and software)

E. COMMUNICATION:

- a. Represent, promote and market YP to the school community
- b. Work with the YP SMT to design and implement effective communication protocols and direction of queries of students, staff and parents to ensure the efficient functioning of YP, in line with the YBR Grievance and other policies
- c. Ensure timely, effective and clear communication with parents and staff
- d. Present at YP functions and events as is relevant
- e. YP Marketing and Board reporting – record all GST accomplishments, projects, initiatives and activities across YP for inclusion in executive reports, newsletters and communications to stakeholders via the Marketing and/or Principal's office
- f. Student recruitment and retention (Working closely with the Parent Liaison Officer and College Principal):
 - i. Being involved in all initial interviews and directing subsequent assessment of all new students entering YP
 - ii. Ensuring smooth integration of new students into YP
 - iii. Proactively meeting parents and students at risk of leaving the College
 - iv. Conducting exit interviews in conjunction with College Principal
 - v. Analysing enrolment data to improve the functioning of YP

F. CHILD SAFE REQUIREMENTS:

Child Safety and Protection:

The Principal and Senior Staff are responsible for undertaking recruitment and ensuring that our organisation's recruitment and screening procedures are followed.

The Board of Directors is responsible for being satisfied that people engaged in child-connected work perform appropriately in relation to child safety.

The school is committed to the implementation of the Victorian Government Child Safe Standards- Managing the Risk of Child Abuse in Schools, as set out in Ministerial Order no. 870. The School is committed to the wellbeing, safety and protection of all students and has a zero tolerance to child abuse.

The school employs best practice to ensure that all children in our school are safe at all times. This applies to all activities auspiced by the School, in all School environments, during and outside of School hours.

There is a requirement for all School staff– to understand the important responsibility they have to:

- protect our students from all forms of child abuse, bullying and exploitation;



- be alert to incidents of child abuse and neglect occurring outside the scope of the school environment that may have an impact on our students; and
- create and maintain a child safe culture that is understood, endorsed and put into action by all School staff.

In addition to their core functions, duties and responsibilities as outlined above, staff are also required to be familiar with, and adhere to, all school policies and procedures, in particular those relating to our commitment to Child Safety in our School, including but not limited to our 'Code of Conduct' and 'Child Reporting Policy and Procedure' and 'Child Abuse Allegation Reporting Policy'.

Position	Responsibility
Principal	<ul style="list-style-type: none"> • Implement policy and procedures and risk management across the school • Ensure the communication of the School's Child Protection Policies and Risk Management strategy to teachers, students, parents and the wider community • Ultimate responsibility to ensure personnel have access to and understand this policy and related Child Protection Policies and procedures including a program of education, training and development • Ensure all Senior Staff have access to adequate resources, support and advice. • Ensure full understanding of reporting of any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to relevant Government Agencies • Ensure any identified risks are communicated to the Board of Directors • Ultimate responsibility for ensuring all staff are aware of and understand the school's Code of Conduct, the ethos and values of the College •
HR	<ul style="list-style-type: none"> • Review and update this document and supporting resources in consultation with relevant stakeholders • Support the coordination of the School's Child Protection framework, Policies and Procedures and implementation • Provide training and advice in the application of policy and procedures where applicable
Senior Staff / Welfare Committee	<ul style="list-style-type: none"> • Ensure policy and procedure is followed and implemented • Assist the Principal in ensuring personnel have access to and understand this policy and related Child Protection Policies and procedures including a program of education, training and development



	<ul style="list-style-type: none"> • Ensure full understanding of reporting any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to the Principal or relevant authorities • Ensure all staff are aware of and understand the school's Code of Conduct, the ethos and values of the College •
<p>School Staff</p>	<ul style="list-style-type: none"> • Compliance with policy and procedure, the assessment of possible risks and take steps to minimise them • Understanding and reporting any instance, allegation, disclosure or reasonable concern of abuse, neglect of a child or allegations of child abuse to the Welfare Committee, Senior Staff, Principal or relevant authorities • Understand and abide by the school's Code of Conduct, the ethos and values of the College

G. REPORTING AND RELATIONSHIPS:

- The HoGTL YP is a member of the YP Senior Management Team and directly answerable to the College Principal
- The HoGTL YP will work closely with the YP SMT, and in particular the HoJTL, and be fully supported by the College Principal in executing all aspects of the role
- The College Principal will provide direct feedback and develop KPI's in conjunction with the HoGTL YP and a minimum of a bi-annual performance review
- Will work closely with other Heads of GST across the Campuses in the cross-pollination of ideas and campus wide initiatives and in particular to ensure the educational continuum from YP through to BRS
- Will liaise with the COO, Head of Maintenance, ICT, Marketing, Finance, HR in relation to meeting the needs of YP
- All YP GST Staff ultimately report to the HoGTL YP, and ultimately to the College Principal
- May periodically submit queries re policy or practice through to the Board Rabbinic Subcommittee either directly or via the College Principal

H. PERSONAL ATTRIBUTES FOR SUCCESS

- An educational visionary who has the proven ability to lead innovation and success in schools
- Outstanding people skills, proven track record of motivating and effectively leading staff, problem solving, conflict resolution, parent management, student management with a high degree of integrity and confidentiality
- High level of communication and inter-personal skills
- Being an effective change manager, aiming to achieve "buy-in" from the maximum number of staff



- e. Strategic thinker who can anticipate trends and enhance the school's Jewish and General Teaching and Learning educational offerings
- f. Being able to analyze and comprehend the 'big picture' curriculum, staffing and Teaching and Learning needs of the school
- g. Solution oriented attitude – identify the problems, challenges and obstacles and suggest/collaborate to find solutions
- h. Collaborative, positive team building approach to carrying out all duties
- i. Staying abreast of the latest research and development in curriculum and school leadership
- j. Role model to all staff and students in Jewish, Australian and Chassidic values and conduct in all areas of personal and professional conduct

I. TEACHING

The HoGTL - YP will maintain a minor teaching role (+/- 0.2FTE) as negotiated with the College Principal

Review Period:

This role is for an initial 3 year period, commencing January 2020 and concluding at the end of the 2022 school year, with a view to re-evaluate the structure of the roles moving into the future

This Position Description is intended as a framework for review and may change from time to time in line with the operational and leadership needs of the College at the discretion of the Principal.