

DIRECTOR OF TEACHING & LEARNING

The teaching, learning and support which occur within our College takes place within the context of our Vision Statement.

"Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels".

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. Personal Statement responding to the Key Areas of Responsibility listed in the Position Information Document (maximum 2 pages)
3. A completed Kildare College Employment Application and Declaration Form.

Timeline for Applications

- Applications close 9.00am, Thursday, 7 August 2025.

Qualifications and Training

The successful applicant is required to hold current certification in:

- Teacher's Registration (South Australia)
- Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training,
- First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the Principal's Assistant on 08 83699999 or via email secretary@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

NAME:	Successful Applicant
POSITION TITLE:	Director of Teaching & Learning (POR 4) + Permanent Teacher
COMMENCEMENT DATE:	Week commencing Monday, 12 January 2026 (Week -1)
TENURE:	4 Years
FTE:	1.00 FTE

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 768 students.

BROAD PURPOSE

The Director of Teaching and Learning will lead and inspire a culture of curiosity, creativity, and academic excellence by supporting staff to embed consistent, evidence-based approaches to planning, pedagogy, and assessment. Through collaboration, coaching, and the use of relevant data, the Director will ensure alignment with strategic priorities and promote high-quality learning experiences for all students. This role will lead a shared commitment to innovation and continuous improvement in teaching and learning across the College.

DESCRIPTION OF POSITION

The Director of Teaching and Learning has a broad responsibility to the Principal for ensuring quality assurance and continuous improvement in teaching and learning at Kildare College. As a member of the College Leadership Team, the Director of Teaching and Learning has specific responsibility for leading a number of College initiatives.

The Director of Teaching and Learning works to provide a seamless transition and coherence in the College's educational programs and wellbeing initiatives across Years 7 to 12. In collaboration with other members of the Leadership Team, the Director of Teaching and Learning assists in the day to day management and long term development of the College to fulfil its mission.

The Director of Teaching and Learning works collaboratively with colleagues, families and the wider education community to facilitate wellbeing for learning that enables all students to be successful. They will initiate, develop and deliver engaging, dynamic and future focussed learning environment that fulfils the curriculum requirements of the Australian Curriculum and the South Australian Certificate of Education.

KEY WORKING RELATIONSHIPS

- Principal
- Leadership Team
- Curriculum Leaders
- Middle Leaders
- Learning Enrichment Team
- College Community

MEMBERSHIPS

- Member of Leadership Team
- Member of Middle Leaders Team
- Member of a Stewardship Council Committee

KEY AREAS OF RESPONSIBILITY

As a key member of the Leadership Team, the Director of Teaching and Learning will work towards the identified priorities:

- Promote an inclusive College community spirit by embracing the ethos of Kildare Education Ministries.
- Create an atmosphere of intellectual excitement.
- Promote a vibrant and embracing social context.
- Use contemporary research and the AITSL standards to guide continuous improvement in teaching and learning.
- Promote clear academic expectations and standards.
- Provide learning cycles of innovation, feedback and assessment.
- Create quality learning spaces, resources and technologies.
- Promote an inclusive community spirit by embracing our Kildare Education Ministries values and Catholic social teachings.

SPIRITUAL LIFE OF THE COLLEGE

- Ensure the Kildare Education Ministries ethos and Core Values permeate all aspects of wellbeing for learning.
- Witness the Core Values of the College and the Kildare Ministries Living Justice | Living Peace Charter.

PROFESSIONAL KNOWLEDGE

- Lead colleagues to select and develop teaching strategies to improve student learning.
- Lead processes to evaluate the effectiveness of teaching programs using research, data and contemporary practices about how student learn.

- Lead the evaluation and review of teaching and learning programs, in collaboration with colleagues.
- Work collaboratively with colleagues to evaluate the effectiveness of teaching and learning programs that are differentiated for the specific learning needs of students across the full range of capabilities.
- Lead colleagues to develop teaching and learning programs using comprehensive knowledge of curriculum, assessment, reporting requirements and different Learning Management Systems.
- Lead the ongoing development and improvement of scope and sequence across all learning areas.
- Monitor and evaluate the implementation of teaching strategies within the College to improve students' achievement in literacy and numeracy using research-based knowledge and student data.
- Lead and support colleagues to select and use ICT including AI tools for effective teaching strategies to expand learning opportunities and content knowledge for all students.

PROFESSIONAL PRACTICE

- Demonstrate exemplary practice, high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education.
- Conduct regular reviews of teaching and learning programs using multiple sources of evidence including student assessment data, curriculum documents, observation of teaching practices and feedback from families, students and colleagues.
- Exhibit exemplary practice and lead colleagues to plan, implement and review the effectiveness of their teaching and learning programs to develop students' knowledge, understanding and skills.
- Lead relevant processes that involve families in the education of their child, such as Subject Selection, SACE Information, NAPLAN, PAT Testing.
- Evaluate College assessment policies and implement strategies to support colleagues use of assessment data to improve practice and identify learning needs.
- Comply with curriculum, system and College assessment requirements and using a range of assessment strategies.
- With the Curriculum Leaders, lead the ongoing review, evaluation and implementation of comprehensive, holistic and consistent assessment and reporting practices. eg moderation.
- Evaluate and revise reporting and accountability mechanisms in the College to meet the needs of students, families, colleagues, and other agencies.

PROFESSIONAL ENGAGEMENT

- Use comprehensive knowledge of the Australian Professional Standards for Teachers to plan and lead the development of professional learning policies and programs that address the professional learning needs of colleagues and pre-service teachers.
- Engage in professional dialogue at the College and establish professional learning network(s) that are informed by feedback, analysis of current research and practice to improve the educational outcomes of students.

- Advocate, participate in and lead strategies to support high quality professional learning opportunities for colleagues that focus on improved student learning outcomes.
- Be actively involved in various professional networks.

OTHER

- As a POR 4, the Director of Teaching and Learning is expected to be involved in the preparation, planning and participation of Teaching and Learning College events such as Learning Reviews, Academic Events and Subject Selection.
- Be actively involved and work in collaboration with the Director of Staff the induction and mentoring of teaching staff.
- Regularly contribute to the College Blog and other College publications.
- Undertake associated responsibilities in response to the needs of the College and the above Key Areas of Responsibility may be varied as determined by the Principal.

PERSON SPECIFICATION

The Director of Teaching and Learning is expected to exhibit the following qualities and competencies:

- Demonstrate excellent knowledge of the issues relating to the education of an all-girls school environment.
- Demonstrate a commitment to the vision of Kildare College and a willingness to incorporate the ethos of Kildare Education Ministries into all aspects of their work.
- Apply and model excellent teaching and learning pedagogy employing a broad range of learning strategies and learning technologies.
- Provide accomplished and respected educational leadership within the College community and beyond.
- Display highly developed communication skills that affirm teachers in their work with our College community.
- Demonstrate and possess highly developed organisational, administrative and strategic skills.
- Demonstrate highly developed interpersonal skills and proven ability to establish a strong, positive rapport with students, families, staff and external agencies.
- Display a high degree of accountability and efficiency in the carrying out of the duties.
- Be approachable and responsive to all members of staff.

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.

- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

SPECIFIC REQUIREMENTS

In addition, all employees will ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration (South Australia).
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- A Master of Education is desirable.
- At least 5 years of successful experience as an educator.
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment. Applicants can be in the process of completing this accreditation).
- HLTAID012 - Provide First Aid in an education and care setting.
- Disability Standards for Education certification.
- Keeping Safe: Child Protection Curriculum.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.
- The Director of Teaching & Learning will be expected to attend meetings both during and out of College hours. Some weekend work may be applicable to this position.

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The Director of Teaching & Learning (POR 4) is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- A 4 year tenure applies to this position of responsibility. A Performance Appraisal will be conducted at the mid-term period.
- A Probationary period of 2 school terms applies to this appointment.

- All employees are required to proactively participate in the College's Self Appraisal Program to promote learning and improve capability.
- I have read and understand the requirement of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____