

(August 2021)

Teaching and Learning Advisor

Christian Education National Victoria – Position Description

Position Title: Teaching and Learning Advisor

Appointed by: State Council CEN Victoria

Reports to: State Executive Officer, Victoria

Appointment: 24 months (2022-2023)

Preamble

Traditionally, CEN schools in Victoria have enjoyed a high level of collegiality, sharing of ideas and offering support. The task of fulfilling ACARA's expectations for the Australian Curriculum and teaching from a biblically informed framework provided an ideal opportunity for sharing of ideas and resources and working together to develop sound biblical perspectives in all areas of the teaching and learning.

The appointment of a Curriculum Advisor (2014 to date) has facilitated each individual school to develop its own curriculum. Now, this position enhances practice through assisting schools to refine and assess curriculum materials and share expertise/resources and create networks that meet the needs of each school.

Position Overview

The position is commensurate with that of a Professional Learning Expert. The Teaching and Learning Advisor will be responsible and accountable through the State Executive Officer for providing proactive leadership and management in the following areas:

Key Role

Interacting with Heads of Teaching and Learning (however described) in CEN Schools, Victoria, in a consultative and collaborative way, demonstrating high level interpersonal skills in communication, liaison and negotiation.

Working collaboratively with key Teaching and Learning personnel to ensure the development of biblically directed curriculum and relevant documentation in each school.

Other Aspects

- Demonstrating aptitude in Christian Leadership and the ability to communicate this effectively at all levels
- Providing outstanding visionary and dynamic educational leadership and management skills
- Continuing to develop knowledge and understanding of contemporary theory and best practice in teaching and learning pedagogy
- Demonstrating ongoing commitment to personal and professional development, through networking with other schools, relevant support groups, educational providers and potential post-graduate study
- Demonstrating ongoing commitment to the cause of Christian Education and the wider network of Christian Education National
- Continuing to participate in professional development through an understanding of Christian Worldview through the Creation, Fall, Redemption model
- Demonstrating exemplary teaching practice as a recognised classroom teacher
- Demonstrating an ability to support other teachers in the ongoing development of their teaching practice according to the AITSL standards framework and evidence-based pedagogical strategies.
- Maintaining an appropriate understanding of ICT learning technologies and their application to teaching and learning
- The Teaching and Learning Advisor would be encouraged to work from a school base, either existing or to be arranged.

Personal Attributes

- Personal faith in Jesus Christ
- Understands and can articulate the CEN approach to a biblical worldview informing school, teaching and curriculum practice
- Has proven to be a capable curriculum writer, incorporating a meaningful and clear biblical perspective with strategies for effective teaching practice
- Able to work effectively with others across all Victorian CEN schools, exhibiting adaptability and understanding
- Has excellent communication and initiative skills
- Is efficient and has excellent time management skills
- Is passionate about teaching and learning and already has a well-developed understanding of the Australian Curriculum
- A Master of Education with the National Institute for Christian Education or a commitment to pursue such study

• Position Responsibilities

- The Curriculum Advisor is responsible and accountable through the State Executive Officer (SEO) for:
- Working with the SEO (and SEOs in other jurisdictions) to develop resources (Workshops and/or Manuals) to induct New Teachers to purposes and practices of Christian Schooling (consistent with the vision of CEN).

- Supporting CEN schools in their utilisation of *Transformation by Design*, *Crafting Formational Learning*, and other resources that align with the CEN approach to Christian education.

- Meeting with key Teaching and Learning staff or Principal in all CEN Victoria schools to determine the best approach or area of need for each school. This may range from offering encouragement and supporting ideas to critiquing or editing curriculum or actually writing curriculum
- Working directly with individual schools understanding that each school is different and may require different levels of assistance
- Resourcing schools with latest ideas and curriculum support material
- Helping schools with documentation compliance, mapping, development and auditing
- Keeping abreast with what is happening in other CEN schools nationally and developing workshop material around the Framing Papers that are being developed by CEN. It may be necessary for the Teaching and Learning Advisor to run workshops across the state
- Developing resource networks for similar schools to share ideas and support each other

Accountability

The Curriculum Advisor will be directly accountable to the SEO. The SEO will ensure that the tasks of the Teaching and Learning Advisor are suitably supported and that each school has appropriate access to the Teaching and Learning Advisor. Combined trips to schools may happen with the SEO to take advantage of synergies and to save on transport, etc.