



Verdala
INTERNATIONAL SCHOOL

Job Description

Director of Teaching & Learning

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

Leadership Structure

Reports to: Head of School
Member of: Elementary & Secondary Pedagogical Leadership Teams
Leadership+

This role is a full-time position with one teaching class.

Purpose of Role

- The Director of Teaching & Learning
- ensures that all teaching and learning activity within the School aligns with the Vision, Mission, and Guiding Statements of the School.
- collaborates and works closely with the Principals as a colleague and team member
- is expected to develop a confident understanding of all curriculum programmes across the School and is responsible for an aligned curriculum programme across the whole school.
- Liaise regularly with the Programme Coordinators & Principals to ensure teaching and learning are in line with programme requirements.
- is responsible for managing and facilitating effective collaboration among all staff members.
- is expected to ensure a culture that supports and challenges students in reaching their potential and that values and demonstrates life-long learning.
- is responsible for the coordination of teaching & learning related professional development across the whole school

Duties and Responsibilities

Pedagogical Leadership

- Works within the framework of the school-wide strategic plan
- Ensure that the Elementary and Secondary curriculum are in operational alignment
- Leads and facilitates regular collaborative planning meetings across across the Whole School
- Ensures vertical & horizontal alignment of curriculum across PreK-12; UBD planning, standards & benchmarks, transitions between subjects/grades, resource needs and overall alignment of the programmes and academic expectations



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- Supports curriculum teams and departments by ensuring that subject documentation is current, representative of the taught curriculum, and aligned across the school.
- Supports the integration of technology into teaching and learning.
- supports the Dir of Wellbeing with the implementation of support programs and differentiation of curriculum for students with diverse abilities.
- Ensures sustainability of all tasks for future post-holders

Student Learning

- Oversees the development and implementation of a coherent, consistently documented curriculum that is consistent with the school's mission, vision and philosophy of teaching and learning.
- Ensure consistent understanding and implementation of assessment policy
- Develops and maintains progress monitoring systems across the whole school and contributes to discussion on actions arising from trends/issues that arise by liaising with HODs, MPLs, Programme Coordinators and Student Support Service Team as necessary
- Oversees and reports on the analysis of evidence of learning data to identify both academic improvement, identified weaknesses and evidence of improved pedagogical practice in alignment with programme expectations, followed by recommendations
- MAP Testing – oversees the online testing mechanisms and analysis of data, supports the Principals in working with staff on understanding MAP data

Administrative & Communication

- Facilitates effective communication amongst staff, teaching teams and other forums.
- Submits reports and data analysis as requested, in a timely and coherent manner.
- Supports Principals as necessary in the design and implementation of a schedule of classes which aligns with the school's teaching and learning philosophy.
- Works in collaboration with the Principals to ensure a balance of resources, ensuring that programmes and curriculum are effectively resourced to maximise student learning in line with the school's Guiding Statements and Strategic Plans
- Supports Principals in ensuring that professional development is balanced in accordance with the needs of each section and adheres to the requirements of the strategic plan
- Ensures meetings are regularly recorded and documented accordingly
- Ensure that curriculum planning meets the standards of the MSA accreditation and relevant Evaluation requirements
- Provide support to the Head of School in Board meetings and reporting.

Job Description updated June 2022