



POSITION DESCRIPTION

Position:	Teacher – Health and Physical Education
Position of Responsibility	Learning Leader – Health and Physical Education
Reports to:	Deputy Principal, Director of Learning
Department:	Health and Physical Education
Commencement Date:	Term 2 2023, or by negotiation
Schedule (Teacher):	FTE 1.0, Ongoing
Schedule (Learning Leader):	FTE1.0, Fixed term 3 years
PD Updated:	January 2023

Ruyton Girls' School is a forward-thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community.

POSITION SUMMARY

The Learning Leader – Health and Physical Education is responsible for leading the Health and Physical Education Department at Ruyton to create a vibrant and engaging learning culture that encouraged each student to develop as a confident learner; Pursue individual challenge and personal best and take responsibility for their own wellbeing. To support this, the Learning Leader – Health and Physical Education is an exemplary professional role model for staff and students, reflecting the School's culture and values in all facets of their work.

RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such this role may be altered to adapt to the evolving needs of the School. The general responsibilities of Learning Leader of Health and Physical Education include but are not limited to:

Teaching

All Ruyton teaching staff are responsible for meeting their professional obligations, as outlined in the [Ruyton Dimensions of Teaching](#).

Strategic Leadership

- Working collaboratively with Learning Leaders across the School to develop integrated and innovative approaches to teaching, learning and wellbeing
- Leading a dynamic Health and Physical Education learning and teaching culture
- Initiating and leading the development of authentic learning initiatives including external partnerships, co-curricular opportunities, micro credentialing, student leadership and an athlete mentoring program
- Actively supporting the Ruyton/Trinity Co-ordinate Program.

Leading Learning and Teaching

- Leading the development, implementation and ongoing review of Health and Physical Education learning and teaching programs, including assessment and reporting
- Leading the implementation of personalised learning and differentiation in Health and Physical Education
- Monitoring student learning and progress through assessment, reporting and data analysis to maximise student engagement and outcomes and maintain best practice in Health and Physical Education teaching
- Co-ordinating the introduction and implementation of new Health and Physical Education learning programs and initiatives
- Ensuring International, National and State curriculum requirements and innovations are understood and integrated into learning and teaching programs.

Leading Wellbeing

- Developing and embedding departmental practices to actively support and prioritise student and staff wellbeing
- Establishing and maintaining a strong departmental focus on assisting students with the management of workload, goal setting, stress and performance anxiety
- Fostering culture that promotes growth mindset for students and staff.

Leading People

- Maintaining effective communications within the Department, and between staff, students, and parents/guardians
- Working with staff, students and parents to resolve issues proactively
- Providing regular feedback and to support, develop and acknowledge exceptional teaching across the HPE team
- Ensuring staff in the Health and Physical Education Department have access to appropriate and current professional learning opportunities
- Contributing to the selection, recruitment, and induction of new staff

General Administration

- Ensuring curriculum documentation, handbooks and course outlines are current
- Managing the departmental budget and resources
- Overseeing the digital storage of information relevant to the department
- Allocating staff to classes in consultation with the Executive Team
- Writing material for School publications
- Presenting at Information Sessions and Assemblies

KEY WORKING RELATIONSHIPS

- Health and Physical Education Team
- Aquatic Leadership Team
- Empowering Learning Committee
- Learning Leaders Committee
- Deputy Principal/Director of Learning
- Responsible to the Principal

EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Ruyton staff members are required to:

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the school
- Contribute to and support the strategic directions of the school
- Support all Ruyton policies
- Obey the law

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential Criteria

- Expertise and experience in the teaching and leadership of Health and Physical Education (including VCE subjects)
- An active commitment to the education of girls including an understanding of current theory and research relating to girls' education
- Ability to lead a dynamic and collaborative team culture
- Ability to develop and implement programmes that extend and cater to the needs of all students
- Use of student learning data to target teaching and review learning programmes
- Demonstrated practice of contributing positively to the student wellbeing program
- Ability to lead change and innovation effectively within a high performing environment

Desirable Criteria

- Five or more years of teaching
- Leadership experience in a HPE/Sports department

Personal Qualities

- Well organised and flexible
- Strong collaboration, communication, and time-management skills
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner
- Actively pursue excellence
- Balanced approach to life

Qualifications and Training

- Relevant tertiary degree and teaching qualifications
- Hold and maintain VIT registration, or satisfy the necessary criteria to gain registration prior to commencement
- of the role
- Hold and maintain Apply First Aid HLTAID011 (or an equivalent qualification) and Anaphylaxis Training
- Child Safety Training, including Mandatory Reporting provided by the School with our provider CompliSpace.

TO APPLY

Applications should be emailed attention of Ms Linda Douglas, Principal, recruitment@ruyton.vic.edu.au by midday **Monday 6 February 2023**. No hard copies please.

Enquiries should be directed to HR, recruitment@ruyton.vic.edu.au.

RUYTON COMMITMENT TO CHILD SAFETY

Ruyton is committed to ensuring a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe program, including Child Safe polices and ongoing Child Safe training. Our recruitment processes place people that support and reflect our Child Safe and wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance for child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.