



JOB DESCRIPTION **Director of Teaching and Learning**

Job Title: Director of Teaching and Learning

Reports To: The Vice Principal

Collaborates With: IB Coordinators, Heads of School (UY, MY, EY), Head of Library, Heads of Department, Teaching Staff, The Vice Principal

Purpose Of the Job:

The Director of Teaching and Learning is responsible for overseeing and enhancing the quality of teaching, curriculum delivery, and student learning across the school. Working closely with the Vice Principal and Heads of School, program coordinators, department heads, and instructional staff. The Director of Teaching and Learning provides visionary and pragmatic academic leadership to ensure coherence, excellence, and innovation in curriculum, pedagogy, and assessment across all school divisions. This role supports teachers and academic leaders in implementing evidence-based instructional practices, fosters professional growth, and guides strategic initiatives that enhance student learning and wellbeing. The position plays a key role in promoting inclusive and future-ready education aligned with international standards and the school's mission. It includes elements of instructional coaching, teacher support, and forward-thinking academic leadership.

Key Duties and Responsibilities:

1. Curriculum Leadership

- Oversee the alignment and continuous improvement of the school's curriculum across all divisions (Early Years, Middle Years, Upper Years).
- Develop whole school curriculum maps.
- Help support interdepartmental planning, projects and unit development.
- Ensure alignment with international standards and the school's mission, vision, and values.
- Works with teachers, HOS, and IB Coordinators and Academic HoDs to support vertical and horizontal articulation of the curriculum to ensure continuity and progression across all divisions (Early Years, Middle Years, Upper Years).
- Oversee the Woodstock Diploma Program (WSDP). Support the Vice Principal in developing the WSDP.
- Assist the VP in developing Woodstock Electives.
- Serve as Woodstock Diploma Program student advisor.
- Guide students and parents in credit recovery.
- Serve on CAT Team, ED Team, and the PD committee.
- Engage in Quarterly meetings with the Registrar to identify students at risk of not meeting graduation requirements, alongside the IB Coordinators.



2. Pedagogical Development

- Champion evidence-based instructional strategies that promote student engagement, deep learning, and inquiry.
- Encourage innovative teaching practices, including the integration of technology and differentiated instruction.
- Model and promote a culture of reflective teaching and continuous improvement.

3. Professional Learning and Development

- Coordinate instructional coaching, mentoring, and peer learning opportunities for teachers.
- Engage in instructional coaching, including co-teaching when needed.
- Be willing to cover classes so that teachers can go on learning walks and peer observations.
- Lead learning walks and help guide peer observations.
- Support faculty in developing professional growth plans and engaging with contemporary educational research.
- Engage in PD Planning discussions with the HOEY / MY and HOUY with real time input from class room observations.
- Collaborate with HoSs and Coordinators to plan and evaluate professional development programs for faculty.
- Build relationships with other schools and programs to better connect our teachers with peers, mentors and professional learning.

4. Assessment and Data Use

- Oversee school-wide assessment policies and ensure consistency in formative and summative assessment practices, alongside the IB Coordinators and HOS.
- Support teachers in understanding and using rubrics.
- Alongside the IB Coordinators, support the use of data (including student achievement and wellbeing data) to inform instruction and school improvement planning.

5. Instructional Leadership and Teacher Evaluation

- Provide non-evaluative feedback on teaching and support instructional excellence.
- Participate in the development and implementation of a fair, transparent teacher appraisal and growth system.
- Help facilitate professional learning communities (PLCs) and collaborative inquiry cycles.
- Visit classrooms daily to provide non-evaluative feedback and support on teaching and learning practices.
- Write Performance Improvement Plans for identified teachers, sending it to the VP and HOS's for approval.
- Provide active, regular classroom support to teachers who are on Performance Improvement Plans or who request support.



6. Accreditation and External Evaluation

- Support school accreditation processes (e.g., CIS, IB, MSA).
- Ensure compliance with national and international educational standards.

7. Cross-Divisional and Strategic Collaboration

- Collaborate closely with divisional heads, the leadership team, and the Vice Principal to develop and implement strategic academic goals.
- Ensure coherence of teaching and learning practices across divisions.
- Communicate regularly with the wider school community about learning initiatives.
- Hiring staff in coordination with the VP, Heads of School, and the Human Resources Department.
- Help with staff induction and mentoring.

8. Inclusion and Student Support

- Work in partnership with learning support, EAL, and enrichment teams to ensure inclusive access to the curriculum.
- Promote culturally responsive pedagogy and equitable learning outcomes for all students.

9. Research and Innovation

- Stay informed of current trends in global education and support the school in remaining at the forefront of best practices.
- Lead initiatives in inquiry-based learning, project-based learning, interdisciplinary teaching, or future-ready skills as appropriate.

10. Digital Learning and Educational Technology Integration

- Lead the evaluation and strategic integration of learning platforms and educational technology tools to enhance teaching and learning outcomes.
- Assess the effectiveness and alignment of all current digital learning platforms and EdTech applications with Woodstock's academic goals.
- In collaboration with the Upper Years Office and ICT Department, review and evaluate existing EdTech subscriptions to ensure purposeful usage and cost-effectiveness.
- Oversee the review and potential implementation of Canvas or other online learning management systems, ensuring alignment with curriculum delivery and user experience needs.