POSITION: Head of Learning

ABOUT NEWMARK PRIMARY - Making education meaningful

At Newmark Primary we equip our children with the practical know-how to contribute to and change their community for the better. So they can make a meaningful mark on today, and tomorrow.

We inspire children to be curious learners, empathetic thinkers and courageous doers through authentic learning grounded in real-life experiences. We immerse children in the world around them, showing them the problems and opportunities in it.

We encourage our children to be bold – to question the status quo, to get stuck in and make their mark. Giving them the emotional strength and practical know-how to find solutions that propel positive change in their communities and beyond.

Visit our website to find out more about our unique approach to education:
https://www.newmark.vic.edu.au/

THE OPPORTUNITY

We are searching for an experienced educational leader to guide and support teaching and learning across Newmark Primary. Working closely with teachers and specialists, the Head of Learning will lead curriculum development, build staff capability and support high-quality learning across all areas of the school.

The Head of Learning will work closely with school leadership, classroom teachers and specialists to plan, deliver and evaluate a coherent curriculum across all learning areas. This includes Literacy and Numeracy, specialist programs and our Project Ventures — integrated, design-based learning experiences in which children apply knowledge and capabilities to real-world problems and opportunities.

A central responsibility of the role is to build staff capability and improve teaching performance. The successful candidate will bring demonstrated experience in managing teams, coaching educators, setting clear expectations and supporting staff to translate feedback into improved practice.

We are looking for someone who enjoys working with people, builds trust and can lead constructive conversations about learning and performance. They will combine strong curriculum and pedagogical knowledge with the organisational skills to turn shared goals into consistent practice.

THE ROLE

- Job Title: Head of Learning
- Time Fraction: 0.6 Part-time (3 days a week)
- Commencement Date: Term 1, 2027
- Category: Lead Teacher

KEY RESPONSIBILITIES

The Head of Learning will lead and support the delivery of a consistent, high-quality teaching and learning program across Newmark Primary. Key responsibilities include:

Teaching and Learning

- Oversee the planning, delivery and review of the whole-school teaching and learning program across all curriculum areas.
- Work with teachers and specialist staff to ensure curriculum planning is aligned with the school's educational approach and relevant curriculum requirements.
- Support teachers to identify clear learning goals, plan appropriate learning experiences and provide challenge and support for children at different stages of learning.
- Guide the development of term long units that connect curriculum knowledge and skills with meaningful, real-world contexts.
- Monitor the quality and consistency of teaching and learning across year levels, identifying areas for improvement.
- Build teacher capability through collaborative planning, classroom observation, coaching and constructive feedback.
- Lead professional learning that supports the development of staff knowledge and practice.

Assessment and Reporting

- Oversee the implementation of the school's assessment schedule and reporting processes.
- Support teachers and specialist staff to use a range of evidence to identify children's starting points, monitor progress and plan next steps.
- Guide consistent assessment practices and support staff to make reliable judgements about children's learning and growth.
- Work with staff to identify patterns in assessment information and respond to individual and group learning needs.
- Coordinate reporting processes so that children and families receive clear information about learning, progress and future goals.
- Support teachers in conversations with families about their child's learning and progress, where required.

Intervention and Learning Support

- Oversee the planning, delivery and review of intervention programs for children who require additional learning support.
- Work with teachers to identify children with additional learning needs and determine appropriate support, adjustments and intervention.
- Support teachers to develop, implement and review Adjustment Plans in collaboration with families and relevant professionals, where appropriate.
- Support Education Support (ES) staff to understand learning goals and deliver targeted programs in collaboration with teachers.
- Provide guidance and feedback to ES staff to build their confidence and capability.
- Monitor children's progress and work with staff to review and adjust support as needed.
- Support communication with families and relevant professionals about children's learning needs and progress, where appropriate.

QUALIFICATIONS, EXPERIENCE AND CAPABILITIES

Essential

The successful candidate will have:

- Relevant teaching qualifications and current Victorian Institute of Teaching (VIT) registration.
- Primary teaching experience and strong knowledge of curriculum, teaching and assessment.
- Experience leading teaching and learning across multiple curriculum areas.
- Experience leading teams, coaching staff and providing constructive feedback to improve practice.
- The ability to work collaboratively with teachers, specialist staff and Education Support staff.
- Experience using assessment evidence to guide teaching, monitor progress and support reporting.
- The ability to identify and respond to children's additional learning needs.
- Strong communication, organisational and problem-solving skills.
- A commitment to inclusive education, child safety and Newmark's values and educational approach.

Desirable

- Experience leading integrated or design-based learning.
- Experience mentoring teachers through VIT registration processes.
- Further study or training in educational leadership, curriculum or coaching.

APPLY

Please email your cover letter and resume to careers@newmark.vic.edu.au.

In your cover letter, tell us about your interest in Newmark and provide examples of:

- Leading curriculum development across learning areas.
- Managing a team and improving staff performance through coaching and feedback.
- Strengthening student learning through purposeful teaching, assessment and curriculum design.

Please include the names and contact details of three professional referees, including both emails and phone numbers.

Applications due Tuesday 17th November 2026