

POSITION DESCRIPTION

Title: Head of Learning and Teaching

Classification: Principal Lecturer, Level E

Status: Fulltime, permanent position

Reports to: Deputy Director, Head of Studies

Direct reports:

1. Head of Art History & Theory
2. Head of Ceramics
3. Head of Drawing
4. Head of Painting
5. Head of Photomedia
6. Head of Printmaking
7. Head of Sculpture

Issue date: August 2025

JOB PURPOSE

The Head of Learning & Teaching is responsible for:

- Overseeing the design and implementation of all learning and teaching policy and procedure associated with the delivery of accredited degree programs of the National Art School;
- Leading innovation in course design and delivery including the development and implementation of course content, curriculum and assessment methods / procedures;
- Working collaboratively with a broad range of academic and professional staff to ensure quality, consistency and continuous improvement of course delivery;
- Providing strategic leadership in the cultivation of excellence in teaching practice, research and scholarship in fine arts.

KEY RESPONSIBILITIES

- Leading the development and implementation of learning and teaching activities of the National Art School to reflect best practice in fine art higher education.

- Leading review, development and monitoring of courses and curricula, ensuring consistency with NAS Academic/Strategic plans and the Australian Higher Education Standards Framework (Threshold Standards).
- Working collaboratively with Heads of Academic Programs and Departments to ensure the effective and consistent design and implementation of course content/curriculum, course resources and student outcomes.
- Developing and maintaining effective working relationships with Heads of Academic Programs and Departments, including reviewing and managing the performance of staff, providing professional guidance, feedback and management of professional development, research and scholarship.
- Chairing relevant academic committees and workgroups including (but not limited to) NAS Learning & Teaching Committee, and reporting on related matters as a member of NAS Academic Board.
- Managing specific high-level projects related to the broader scope of the role as required.
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- Providing high-level strategic advice and support to the Head of Studies of the National Art School on matters related to academic performance, policy and procedure.
- Working collaboratively with the Head of Studies and NAS Academic Leadership Team to support the development of Academic Planning, Policy and Procedure at NAS.
- Working closely with Head of Studies and Head of Academic Services to ensure the collection, verification and accurate reporting of academic performance data for quality assurance purposes.
- Working collaboratively with the Student Services Team and Student Wellbeing Advisory Group to support the development and implementation of effective student support services NAS.
- Providing advocacy and representation of the National Art School in a range of professional contexts including government relations, industry/sector engagement, NAS promotional and fundraising events etc.
- Participating in student recruitment activities and events of the National School.
- Maintaining professional and research profile in the public domain, to a national and international level.
- Contributing to teaching / post graduate supervision at NAS in related field/s of academic expertise.
- Actively participating in and applying effective Inclusion & Diversity, Equal Employment Opportunity, Workplace Health & Safety, and other relevant policies and practices.
- Deputising for the Head of Studies as required.

- Performing other related duties as required.

QUALIFICATIONS / EXPERIENCE

- Postgraduate qualifications at AQF level 10 or equivalent professional experience.
- Experience in development and management of academic programs in a higher education setting in Fine Arts or related fields.
- Experience providing leadership to academic staff including course and curriculum development and delivery.
- Experience in cultivating excellent working relationships with experienced academic leads and diverse subject matter experts.
- Extensive knowledge of, and commitment to, 'best practice' standards in course development and delivery.
- Substantial experience in the development and implementation of Teaching & Learning related policy and practice.
- Extensive knowledge of regulatory standards including the Australian Higher Education Standards Framework (HESF) and Australian Qualifications Framework (AQF).
- Excellent interpersonal, verbal, and written communication skills.
- Knowledge of and commitment to Inclusion & Diversity, Equal Employment Opportunity and Workplace Health & Safety best practice.
- Excellent record and a current profile of artistic practice and/or research evidenced through exhibitions, scholarly activity, or publication at a national and international level.
- Demonstrated capacity to build strategic networks and collaborative relationships.
- Demonstrated commitment to delivery of outstanding student experience in fine art higher education.

KEY RELATIONSHIPS

Internal	
Director / CEO and Executive Leadership Team	Provide high-level strategic and timely recommendation and advice to the Executive Team on all Academic policy and operations at NAS
Head of Studies / Deputy Director	Provide high-level strategic and operational advice to the Head of Studies / Deputy-Director on all academic matters.
Head of Academic Services / Registrar	Develop and maintain an effective collaborative relationship with Head of Academic Services / Registrar.
Head of Postgraduate Studies / Head of Undergraduate Studies	Develop and maintain effective collaborative relationships with Head of Undergraduate Studies and Head of Postgraduate Studies.
Academic Governance Officer and Academic Administrator	Develop and maintain an effective collaborative relationship with Academic Governance Officer and Academic Administrator
Student Services Team	Develop and maintain an effective collaborative relationship with Student Services Team
Heads of Teaching Departments	Develop and maintain effective working relationships with Heads of Teaching Department, providing supervision and guidance.
Teaching staff	Develop and maintain effective working relationships with all staff, providing recommendation, advice, and direction where necessary
Students	Support the provision of a safe, supportive, equitable and effective learning environment for students.
Colleagues	Develop and maintain effective and collegiate working relationships with all employees at NAS.

External	
Donors / Partners / Supporters	Support effective institutional relationships with NAS donors, partners and supporters
Professional Community	Develop and maintain positive working relationships throughout the professional visual arts and Higher Education sectors

External Agencies	Develop and maintain effective working relationships, with relevant external agencies including regulatory and compliance agencies
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ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____

Date: _____