



Head of Learning Area Job Description

The Head of Learning Area is a key leadership role within the College. The Head of Learning Area is responsible for the delivery of innovative curriculum, improving teaching and learning and the leadership and development of staff.

1. KEY RELATIONSHIPS:

The Head of Learning Area is required to work collaboratively with the following people - the Principal, Vice Principal, Deputy Principal (Teaching and Learning), Deputy Principal (Student Services), Learning Area staff, members of the Academic Council, students and parents.

2. KEY SELECTION CRITERIA

- 2.1. Active Church participation, knowledge of and commitment to the ethos and values of Christian education.
- 2.2. A proven ability to provide leadership to fulfil all aspects of the role.
- 2.3. A comprehensive knowledge and an understanding of effective pedagogy in the field of the Learning Area.
- 2.4. Capacity for strategic thinking and ability to implement change.
- 2.5. Skills to develop staff through coaching and mentoring.
- 2.6. Highly developed ICT skills.
- 2.7. Exemplary interpersonal and communication skills.
- 2.8. A commitment to ongoing professional learning.

3. MAIN RESPONSIBILITIES

3.1. LEADERSHIP

- 3.1.1. Take responsibility for strong academic standards for the Learning Area, working through teachers to achieve high expectations, engagement, and effort.
- 3.1.2. Provide leadership in all areas of curriculum development, particularly in the areas of the Western Australian Curriculum and WACE courses.
- 3.1.3. Be an active member of the Academic Council, responsible for Teaching and Learning within the College.
- 3.1.4. Establish and maintain contact with external groups and networks relevant to the Learning Area e.g., professional associations and School Curriculum and Standards Authority.

- 3.1.5. Model and advocate a commitment to ongoing professional learning among Learning Area staff.
- 3.1.6. Be prepared to participate in external professional networks e.g., WACE examination panels or marking, further study and subject association projects and be aware of current research in the Learning Area.

3.2. TEACHING AND LEARNING

- 3.2.1. Embed Christian values and teachings in the Learning Area curriculum.
- 3.2.2. Facilitate and develop exciting, innovative programs that cater for all levels of abilities through differentiation.
- 3.2.3. Model and advocate contemporary practice in teaching.
- 3.2.4. Demonstrate leadership in the use of Information Communication Technology.
- 3.2.5. Set an excellent standard of teaching practice by example.
- 3.2.6. Liaise with the Deputy Principals to cater for the academic needs of students at risk.
- 3.2.7. Liaise with the Head of Inclusive Education to cater for the academic needs of students requiring support.
- 3.2.8. Promote the Learning Area through the coordination of relevant co-curricular activities and competitions.
- 3.2.9. Ensure the Deputy Principal Teaching and Learning is kept regularly informed regarding issues, events and achievements of staff and students within the Learning Area.

3.3. STAFF MANAGEMENT AND DEVELOPMENT

- 3.3.1. Develop the professional expertise of Learning Area staff through active participation in professional development opportunities in conjunction with the Vice Principal.
- 3.3.2. Mentor, support and challenge Learning Area staff to continually strive for improvement.
- 3.3.3. Provide support for staff in matters of discipline, classroom management and parent contact when required.
- 3.3.4. Demonstrate the ability to make informed decisions and encourage the active involvement of staff in decision-making.
- 3.3.5. Foster a supportive and collegial professional environment.
- 3.3.6. Assist in the recruitment, induction and appraisal processes of new staff.
- 3.3.7. Participate in the appraisal process of Learning Area staff in conjunction with the Deputy Principal Teaching and Learning and the Vice Principal.
- 3.3.8. Establish clear professional expectations for Learning Area staff.
- 3.3.9. Ensure appropriate communication with parents e.g. parent interviews, written, telephone or email communication.

3.4. ADMINISTRATION MANAGEMENT

- 3.4.1. Maintain systems for the collation of marks and allocation of grades in consultation with the Deputy Principal Teaching and Learning.
- 3.4.2. Maintain up to date records and tracking of student progress in SEQTA.
- 3.4.3. Ensure Senior School courses are implemented according to the School Curriculum and Standards Authority and provide all required data according to specific timelines.
- 3.4.4. Oversee assessment programs, ensuring that standards and consensus across assessment items are maintained.
- 3.4.5. Oversee events relevant to the Learning Area.
- 3.4.6. Update information for Curriculum Handbooks and promote the courses offered by the Learning Area.
- 3.4.7. Establish agendas, chair and submit minutes for Learning Area meetings to the Deputy Principal Teaching and Learning.
- 3.4.8. Oversee the booklist requirements for the Learning Area ensuring our parents receive good value for money.
- 3.4.9. Provide support and recommendations, as needed, to the Vice Principal in creating the timetable, including teacher allocation, rooming and course availability.
- 3.4.10. Collaborate with Learning Area staff and Deputy Principal Teaching and Learning in determining recipients of student awards.
- 3.4.11. Effectively manage the annual budget and resources in the Learning Area.
- 3.4.12. Promote the Learning Area and activities in the College Newsletter.
- 3.4.13. Provide a written annual report to the Principal addressing Learning Area curriculum, activities and staff development conducted throughout the year.
- 3.4.14. Provide support and recommendations, as needed, to the Deputy Principal (Teaching and Learning) in the upper school subject selection process.

3.5. GENERAL

- 3.5.1. Other duties as required by the Principal.
- 3.5.2. No job description can adequately describe all the tasks that might form part of a colleague's duties. However, it is important that the essence of the job be described, for this can help colleagues to understand their role, and it can also help with providing each staff member with feedback regarding their performance.

It should be remembered that jobs tend to evolve and change over time. Therefore, this role description will need to be reviewed and updated from time to time and 'Other Duties' as required by the Principal or Delegate, is expected.