



## ROLE DESCRIPTION – HEAD OF LEARNING AREA

The Head of Learning Area is the pastoral and curriculum leader within the College, responsible for Teaching and Learning in their specific Learning Area. The Head of Learning is required to actively contribute to the development of the Catholic ethos and culture of the College. The Head of The Arts is also responsible for overseeing the co-curricular Arts within the College. The Head of Learning's line of management will be through to the Deputy Principals.

The outline of the role of the Head of Learning is as follows:

### 1. VALUES, SKILLS AND QUALIFICATIONS

- Model and maintain the joy and love in teaching and learning, as captured by our College Motto "JOY IN LEARNING" and the Catholic ethos and traditions of our patron St John Bosco.
- Be able to incorporate into the teaching and learning program, the example of how Jesus lived using "The Fruits of the Holy Spirit".
- Demonstrate an understanding of current educational and pastoral issues, particularly the education and care of students in a Catholic co-educational College.
- Demonstrate exemplary leadership skills, a high degree of professionalism, excellent communication and organisational skills, including team building and mentoring.
- Possess a minimum four-year degree and a commitment to further studies towards Accreditation and postgraduate qualifications.
- Have a high level of expertise in the application of digital technologies.

### 2. PERSONAL ATTRIBUTES

- Be a creative, flexible, innovative and enthusiastic teacher and leader.
- Be able to foster strong relationships with all members of the College community.
- Show initiative and participate fully in College activities.
- Be an enthusiastic and cooperative team person who will work collaboratively with all staff.

### 3. MAIN RESPONSIBILITIES

#### 3.1. *Mission*

- Actively live and promote the College Mission.
- Possess an ability to create a flourishing environment in which every student can thrive in a Catholic learning community; where development of the whole person is of utmost importance.
- Be able to nurture students to become successful learners who can contribute positively to society.
- Assist in planning whole College events and activities as required by the College Leadership Team.

### **3.2. Pastoral**

- Model exemplary pastoral care and management of students, including visiting classes to develop positive relationships with students and staff.
- Conduct regular formative meetings with staff to review the study, attitudes, behaviour and academic performances of students.
- Communicate and collaborate with parents as partners on student learning and behavioural concerns, within their learning area.
- Support behaviour management strategies as per the College Behaviour Management Plan.

### **3.3. Teaching and Learning**

- Promotes and gives leadership to the College Philosophy and pedagogical principles.
- Possess a sound knowledge of the Western Australian Curriculum and the Religious Education guidelines, if teaching Religious Education.
- Have a teaching role and be able to demonstrate excellent pedagogy, classroom management and learning area skills.
- Plan, review and implement courses to ensure that students receive an equitable learning experience.
- Coordinate and ensure a detailed course outline are provided to students and parents via SEQTA.
- Maintain knowledge of the general content of subjects and certificates being taught at specific year levels including the West Australian Curriculum, WACE Courses and VET Pathways.

### **3.4. Administration**

- Manage non-teaching staff members within the Learning Area.
- Manage a Learning Area budget.
- Contribute to Year Curriculum Handbooks and other documentation specific to each Learning Area, including College publications.
- Be responsible for preparation and submission of any materials as requested by the Deputy Principal for SCSA or other external bodies.

### **3.5. General**

- Facilitate Learning Area meetings as appropriate to disseminate information and to foster collegial discussion and growth.
- Assist the Leadership Teams with the development of staff, including staff induction, professional growth, mentoring early career and teachers new to the College.
- Participate in all College-based professional learning activities.
- Perform co-curricular duties.
- Other duties as directed by the Principal.

## **Essential**

The successful candidate will:

- Actively support the Catholic ethos of the College.
- Have a four-year teaching qualification.
- Be involved in the full life of the College.
- Display excellent communication and interpersonal skills.
- Have a demonstrated capacity to improve student learning.
- Possess, or be willing to obtain, Accreditation for Middle Leaders in Catholic Schools.

## **TERMS OF APPOINTMENT**

- 4.1. Salary: Category 2, Level 1 promotional allowance.
- 4.2. Tenure: The Conditions of Employment are as follows:
  - This is a Full-Time, ongoing Position Commencing January 1, 2025.
  - Allocated additional time for this important work during your working hours, scheduling 6 periods to support you in this Middle Leadership – Head of Learning Area – Arts. This allocation will be reviewed annually with the Principal.

**Applications Close: 9.00am Tuesday November 19 2024.**