



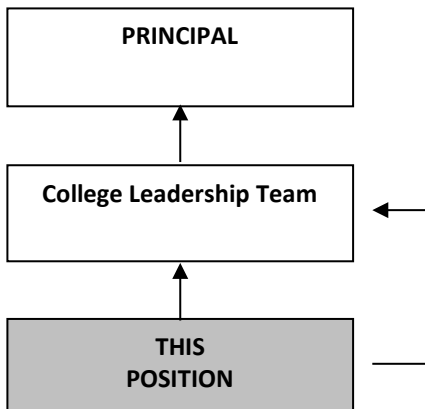
## ROLE DESCRIPTION

### 1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	HEAD OF LEARNING AREA Technology & Arts/ Dance Teacher- Secondary

### 2. POSITION RELATIONSHIPS

Responsible to:



<p>Key Working Relationships:</p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal Curriculum</li> <li>• Deputy Principal Pastoral Care</li> <li>• Classroom Teachers</li> <li>• Heads of Learning Area</li> <li>• Heads of House</li> <li>• Business Manager</li> </ul>
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### 3. PURPOSE OF THE POSITION:

The Head of Learning Area is responsible for meeting the specific needs of the learning outcomes of all students on the Secondary campus. This position works with the Deputy Principal Curriculum to lead the development of teaching and learning, the development of curriculum scope and sequence, to develop co-curricular and tutoring opportunities for students and ensure each student in the secondary has the best environment to achieve their potential and reach their post school goals. They will also have a commitment to the education of and an understanding of the specific learning needs of Aboriginal and Torres Strait Islander students.

The Head of Learning Area will play an active role in course counselling, academic tracking and working in partnership with teaching teams, students and parents. Heads of Learning Area will work to advocate for their learning area and ensure St Mary's College leads through excellence, high expectation relationships, embracing the PBIS framework through a trauma informed lens as a means for classroom management and a wholistic approach that embeds culturally responsible practice and a Catholic worldview within curriculum.

The Head of Learning Area assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

#### **4. CORE RESPONSIBILITIES:**

The Head of Learning Area has a responsible and persevering attitude towards College policies, maintenance of College tone, and attention to essential records and routine matters. Decisions made by the College Leadership Team should be supported by Heads of Learning Area in a positive manner.

- Keep abreast of current developments in the areas of specialisation, maintain appropriate standards and endeavour to be a source of initiative, inspiration and encouragement to other staff members;
- Be members, and encourage staff to be members, of the appropriate professional subject association or network groups;
- Hold regular meetings for teachers within their area of responsibility. During these meetings, the Heads of Learning Area must contribute positively to the discussion of current challenges, both in curriculum and in the nature and conduct of the learning environment, encouraging teachers to show initiative and to help, share, and learn from one another;
- Notify and pass on relevant data about programmed regional and in-service meetings and arrange for teachers within their areas to attend such meetings, when appropriate, and after discussion with the Principal, and approval by the Deputy Principal Curriculum.

#### **4.1 Work with Learning Area staff to:**

- Keep abreast of changes in curriculum and in the teaching and learning processes that involve the Learning Area;
- Initiate curriculum review and change within the Learning Area;
- Appoint a teacher in each of Years 7-12 to coordinate the curriculum in that year group or course and to work towards integrating the curriculum across Learning Areas;
- Ensure that the vertical sequencing of the curriculum adequately covers all requirements of the Australian Curriculum, WACE Courses, Catholic Education Office and school and prepares students for the post compulsory years;
- Maintain a positive profile for the Learning Area within the school;
- Define learning outcomes for classes within the Learning Area;
- Plan and programme courses that ensure best practice is observed;
- Ensure appropriate course outlines and assessment outlines are available to all students at the start of each course;
- Ensure that copies of course outlines and assessment outlines are kept on files, and on SEQTA and are available when requested;
- Ensure that standards are consistent between different classes doing the same course;
- Ensure that assessment tools are relevant and of high standards;
- Oversee the administration of SEQTA within their Learning Area.

#### **4.2 Administration**

**Be informed of matters at a school, system and Learning Area level by:**

- Attending HOLA meetings.
- Belonging to relevant professional associations.

**Work with the Deputy of Curriculum to:**

- Allocate teachers to classes after subject selection process.
- Make decisions on subjects offered in the Secondary context.

**Work with Learning Area staff to:**

- Allocate students to classes after the subject selection process;
- Decide on suitable texts for courses within the Learning Area;
- Order teacher reference materials and classroom materials;
- Ensure that the appropriate representative for a Learning Area/subject attends network meetings;
- Communicate issues and information from curriculum meetings, SCSA, Catholic Education etc;
- Check subject area results and to fairly allocate grades to students.

**Other administrative duties:**

- Conduct Learning Area meetings as required to ensure staff have an opportunity to discuss curriculum issues and share good practice. An agenda should be prepared, together with minutes and circulated to all members of the Learning Area as well as to the members of the College Leadership Team;
- Oversee the preparation and management of subject area budgets;
- Ensure responsibility for safety within classes.

**Head of Learning Area Meetings**

The Head of Learning Areas, together with the appropriate College Leadership attend Heads of Learning Area meetings.

Meetings should:

- Be regular and at other times as arranged;
- Have agendas produced and minutes kept;
- Determine the manner of communication of decisions to other staff members; and
- Take whatever steps are necessary to consult with other staff on relevant curriculum issues affecting them.

**4.3 Staff**

- Assist the Principal and College Leadership Team with the selection and appointment of staff;
- Communicate issues and information from Heads of Learning Area meetings, SCSA, CEWAetc to staff within the Learning Area;
- With the Deputy Principal Curriculum and other Head of Learning Areas develop regular performance appraisal, staff growth and development plans, peer coaching and lesson observation to ensure the highest standards of teaching and developed and maintained within the College.
- Coach staff in implementing PBIS through a trauma informed lens as the framework for behaviour management within the classroom;
- Monitor Learning Area staff performance. Assist when and where possible;
- Encourage staff to attend regular Professional Development;
- Approve Professional Development for staff members;
- Provide assistance and support to new/beginning teachers at the College.
- Ensure staff are familiar with the expectations of St Mary's College Staff Code of Conduct.

#### **4.4 Students**

- Assist in subject selection procedure for both lower and upper school and ensure pre-requisites are observed;
- Communicate with parents if student's choice of subject is inappropriate or in relation to other curriculum related issues;
- Encourage students to participate in educational competitions and other appropriate external educational activities and excursions and to disseminate information relating to activities;
- Coordinate Learning area awards for Presentation Night;
- Ensure the learning needs of all students are met as appropriate in terms of both support and extension. This involves consultation with the Head of Learning Extension and Deputy Principal of Curriculum where appropriate;
- Attend parent information evenings in an advisory capacity when required.

#### **4.6 Management of resources**

- Take responsibility for ordering textbooks;
- Ensure adequate teacher resources and classroom materials are available;
- Maintain an inventory of resources and classroom materials within the Learning Area;
- Cooperate with other Learning areas to ensure the most effective use of resources for the library;
- Ensure responsibility for safety and maintenance of all equipment;
- Ensure that all textbooks and curriculum content is in accordance with CEWA requirements.

#### **5. Other responsibilities**

- Undertake any other duties as reasonably required by the Principal

#### **6. Position Experience And Skills Requirement Profile:**

- Have highly developed organisational and interpersonal skills including ability to resolve conflict and to lead and build a team
- Possess ability to be a proactive and collaborative member of a team
- Be prepared to participate in Co-curricular activities
- Model and maintain the Catholic ethos and traditions of the College
- A warm, welcoming and friendly disposition
- Maintain a high standard of confidentiality
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Prepare narrative and statistical reports.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Communicate effectively, both orally and in writing, particularly in writing curriculum.
- Use computer applications for administration and demonstrate a willingness to embrace the new technologies of Leading Lights.

#### **7. Desirable**

- Ability to teacher Certificate II Dance would be advantageous

#### **8. Qualifications Required**

- Relevant 4 Year Tertiary Qualifications
- Current registration with Teachers Registration Board WA
- Current Working with Children Check
- Nationally coordinated Criminal History Check