



ST MARY'S COLLEGE BROOME

Date: October 2014

Learning Area Coordinator

Responsible to: Principal

Reporting To: Head of Secondary

ROLE:

The role of Learning Area Coordinator involves implementing and maintaining the Catholic and educational philosophy of the College within the subject area and playing an important role in the development of staff and the learning programme. In order to achieve this goal, the Learning Area Coordinator is responsible for the following:

THE FUNDAMENTAL UNDERTAKING

The Learning Area Coordinator undertakes, under the direction of the Principal and in accordance with the guidelines of the C.E.W.A., to contribute actively towards the maintenance and development of the Catholic culture and ethos of St Mary's College by:

- Promoting the Catholic viewpoint of curriculum in the learning area.
- Providing exemplary Christian leadership for all members of the College community.
- Encouraging a religious and moral perspective throughout the curriculum.
- Promoting a thoroughly Christian spirit of respect amongst staff and students.
- Promoting sound educational standards and the pursuit of excellence.
- Providing good quality pastoral care for staff and students.

TEACHING / INSTRUCTIONAL DUTIES

- To teach classes, if possible, equally in both lower and upper school, perform extra-curricular tasks and all such other duties as are required by the Principal
- Contributes to the Co-curricular Programme.

EDUCATIONAL AND ADMINISTRATION

- In consultation with the Head of Secondary to maintain/develop Years 7-10 school based curriculum at a standard commensurate with School Curriculum and Standards Authority (SCSA) requirements; to maintain Years 11 and 12 curriculum in accordance with SCSA standards.
- In consultation with the Head of Secondary to be responsible for course planning, programme development and assessment procedures.
- To coordinate the work of the Learning Area through well-planned and regular meetings.
- Minutes to be maintained in an electronic file located on the T Drive.
- To develop/maintain a Learning Area Policy Statement which includes the underlying philosophy of the Learning Area; the outcomes, the content, the programme of work to achieve the outcomes objectives and the assessment procedures.
- In consultation with the Head of Secondary, to award student levels/grades, Years 7 - 12, in accordance with SCSA requirements/standards.
- To check tests, examinations and marking standards, as well as the standard of presentation of student files.

- To maintain accurate records of Semester I and Semester II results for all students within the Learning Area.
- In consultation with the Head of Secondary to prepare returns to SCASA.
- To prepare/expend the Learning Area budget/s as approved by the College.
- To submit student book and stationery requirements.
- To maintain an up-to-date inventory of teaching aids, reference materials and equipment.
- To oversee the good order, cleanliness, storage and good repair of Learning Area facilities, equipment, reference materials and teaching resources.
- To attend Learning Teaching Team meetings.

STAFF

- To induct and supervise teachers in the Learning Area.
- To monitor and, where necessary, improve teaching standards.
- Work with Head of Secondary to appraise staff performance.
- In consultation with the Principal, to promote the professional development of staff.
- To provide detailed information and professional guidance to new or inexperienced teachers.
- Liaise with Head of Secondary regarding professional development needs for the learning area.
- To develop effective teaching techniques.
- To provide internal in-service for staff as the need arises.
- To advise the Principal on the best deployment of staff in the Learning Area while planning for a new year's timetable.
- To assist the Principal in the selection of staff.

GENERAL LEARNING AREA DUTIES REPORTING AND CONTROL

- Meets with the Principal twice a year to set goals and evaluate progress.
- Receives short formal or informal reports from teachers working in the Learning Area as required.
- Provides a formal written report to the Principal in November each year.

OTHER

- Carry out other duties related to the role assigned by the Principal.

EMPLOYMENT AND ACCOUNTABILITY PROCEDURES

The Principal employs and determines the Learning Area Coordinator's Duty Statement and terms of appointment on behalf of the St Mary's College Board. The Learning Area Coordinator is not permitted, without the written approval of the Principal, to engage in other paid employment within or outside school hours, unless such employment constitutes a minor extension of the Learning Area Coordinator's normal professional work and in no way inhibits the Learning Area Coordinator from carrying out the duties specified below. Accountability is to the Principal, to whom the Learning Area Coordinator is answerable for the performance of the duties set out in this Duty Statement. This may in practice be through the Head of Secondary.