

Head of Learning Area: Duty Statement

The College's Vision for Learning seeks to ensure that all students are empowered to learn, receive high quality teaching, learn to construct and apply new knowledge in a real world context.

The Head of Learning Area provides leadership, direction and support to staff, students and parents/guardians to enable them to successfully engage in the Vision for Learning.

The Head of Learning Area has direct responsibility to:

1. Develop and lead a positive learning culture.
2. Engage collaboratively with staff in their professional growth plans.
3. Ensure the compliance of the learning area
4. Oversee the day to day management
5. Promote the learning area within the College and wider community
6. Other Duties

The Head of Learning Area operates in a team environment and promotes the vision of the College through effective leadership of their learning area. As an experienced educator and subject specialist, the Head of Learning Area provides leadership and mentoring by supporting staff and resourcing the delivery of the curriculum.


Whilst leading a vibrant team of teachers, the Head of Learning Area works collaboratively with the College Academic Council and the Director of Teaching and Learning.

The Head of Learning Area will:

1. Develop and lead a positive learning culture

- Embed the College Vision for Learning within the learning area.
- Assist staff to embed the Practice Principles, Pedagogical Model and High Impact Teaching Strategies into their daily classroom practices.
- Promote the integration of digital resources in a blended teaching and learning environment.
- Respond proactively to accommodate the diverse learning needs of students.
- Remain up-to-date with current trends in pedagogy and innovation.
- Assist staff to create and maintain a safe, supportive and flourishing learning environment.
- Assist staff to regularly communicate with parents and appropriate staff.
- Provide clear direction and documentation regarding all learning area procedures.

2. Engage collaboratively with staff in their professional growth plans

- Meet individually with staff to develop their professional growth plan.
 - Implement a coaching approach to support the ongoing professional growth of staff.
 - As needed, provide assistance with teaching strategies, behaviour management skills and enhancing positive relationships.
 - Encourage and direct participation in professional development.
 - Induct new staff into the learning area.
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3. Ensure the compliance of the learning area

- Ensure learning programs comply with SCSA guidelines and policies and are made available to students and families online
- Ensure that assessment of student learning conforms to SCSA assessment principles.
- Ensure student records are maintained in a timely and accurate manner.

4. Oversee the day to day management

- Be available to readily respond to any immediate needs of staff.
- Actively oversee the engagement, academic progress and behavioural standards of students
- Monitor assessment and reporting in the curriculum area.
- Liaise with Heads of Year regarding extended student absence.
- Development and management of the learning area budget.
- Collaborate in the development of the curriculum handbooks.
- Ensure staff meet reporting deadlines.
- Provide recommendations for subject awards in consultation with teachers.
- Collaborate in the development of the timetable and associated staffing requirements.
- Participate in the recruitment process of new staff.
- Collaborate in the review process of staff within the learning area.
- Provide recommendations for placement of students in class groups for the learning area.
- Analyse data from the learning area including NAPLAN, OLNA, Year 12 as required.
- Attend relevant meetings.
- Organise learning area meetings.

5. Promote the learning area within the College and wider community

- Promote and assist with co-curricular activities.
- Attend school functions and events as required.
- Liaise with the Communications Co-ordinator in promoting the learning area to the wider community.
- Promote the learning area through participation in College assemblies.
- Coordinate the submission of articles to Mercy Stories.
- Submit a learning area overview to the College annual magazine.
- Encourage student participation in extracurricular events.

5. Other Duties

As assigned by the Principal.

Time Allowance

An allowance of 5 teaching periods.

Remuneration

Category 2 – Level 1

Responsibility Allowance: \$13,881.00 per annum

Contract Period

The status and employment conditions may be reviewed at the end of each contract period. This position has a teaching load of 19 teaching periods per week. (FTE 1.0).

The initial appointment period is for three years. Prior to the end of the 3rd year; the performance for the Head of Learning Area position will be reviewed and assessed. Subject to a satisfactory review, a further term of three years will be offered. Prior to the end of this



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subsequent third year, a second review will be conducted. Subject to a satisfactory review, a further term of one year will be offered. In the seventh year of the contract, the position will be advertised and their incumbent is eligible to reapply.

A teacher who accepts this position, is employed as a teacher in an ongoing capacity at the College.

Qualifications Required

- Current registration with the Teacher Registration Board of WA (TRBWA)
- Working with Children Screen Check
- Western Australia Department of Education National Coordinated Criminal History Check (NCCHC)
- Have completed, working towards, or be willing to work towards, 'Accreditation for Middle Leaders in a Catholic School'. Additional information can be found here:

[CEWA Limited Accreditation Framework](#)

