St John’s Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John’s Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

The teaching staff are responsible for preparing and implementing a comprehensive educational teaching and learning plan according to the College’s requirements. Staff St John’s Regional College show a passion for teaching with a proven ability to engage students through relationships established on mutual trust in accordance with the College’s Child Protection Policies and Procedures.

Teaching staff are appointed by the Principal and are expected to work in partnership with the College Executive Team in developing effective learning and teaching outcomes and connecting with and guiding young people.

In addition to this, all teachers should adhere to St John’s Regional College’s expected practices, as outlined below.

**POSITION SUMMARY**

The English and Languages Area Leader oversees the implementation of all matters associated with the learning programs in English and foreign languages. They focus on ensuring that learning programs are contemporary and challenging and meet the varied needs of the College’s students.

**KEY RESPONSIBILITY AREAS AND DUTIES**

The specific responsibilities of a Learning Area Leader:

Revise applications for excursions and professional development.

• Oversee the booklist process, liaising with teachers to make recommend books for the lists.

• Promote Visible Learning Expectations with all teachers in the learning area.

• Drive the use of technology to support learning.

• Maintain records of learning area meetings and ensure attendance requirements are met through liaison with the Deputy Principal Learning and Teaching.

• Ensure compliant delivery of relevant mandated curriculum.

• Hold meetings as defined in the Calendar utilising the College Meeting Protocols.

• Review, analyse and promote the use of learning data with teachers as directed by the Curriculum Leadership Team.

• Share information of Professional Learning Programs and correspondence with teachers received from relevant professional bodies and the VCAA.

• Ensure all components of SEQTA learning programs are enacted.

• Oversee teachers undertaking the annual cyclical review of all curriculum programs, and then audit these courses.

• Assist with setting the reporting parameters and assigning subject and level convenors for SEQTA.

• Oversee learning area budgets, identify and maintain area resources.

• Review teaching allocations and provide recommendations.

• Assist with the process of new staff appointments, including induction and mentoring.

• Promote the learning area at key events such as Open evenings and College events.

• Contribute articles as requested for the College Newsletter.

**Membership of the Learning Area Leaders Team**

As a member of the Learning Area Leaders Team, this Leader will:

• Attend all meetings.

• Contribute to discussion within the team, advocating for their Learning Area.

• Contribute to action planning within this team to ensure that College learning initiatives, as communicated by the Curriculum Leadership Team, are effectively planned for and implemented.

• Provide recommendations to the Curriculum Leadership Team, regarding learning programs and setting priorities for curriculum development, professional development and support for teachers.

• Ensure that the College Annual Action Plan regarding Learning and Teaching and Wellbeing are discussed, and strategies developed for implementation within the Learning Areas.

**Leadership of the English and Languages Learning Area**

The English and Languages Coordinator will:

• Set agenda, chair and ensure minutes are taken and distributed for each English and Languages Learning Area Meeting.

• Oversee and drive the implementation of contemporary learning and pedagogy across years 7 to 12 English education courses and embed practices within and throughout disciplines.

• Ensure correct documentation of all learning programs delivered within English and Languages subjects.

• Oversee the VCE learning programs in English and Languages subjects.

• Receive and distribute communication from VCAA via email to teachers regarding VCE English and Languages subjects.

• Liaise with teachers to review English and Languages curriculum and introduce required improvements when necessary.

• Coordinate the Debating program, Book in a Day and Book Week activities.

**Other Duties and Responsibilities**

The English and Languages Leader will:

• Regularly liaise with and work in partnership with the members of the Curriculum Leadership Team.

• Share responsibility for the implementation of the Child Safety Policy and any Occupational Health and Safety policies and procedures in the workplace.

• Maintain effective liaison with all relevant personnel to ensure the effective sharing of information.

• Perform any other duties as required by the Principal and/or Deputy Principal(s).

**OCCUPATIONAL HEALTH AND SAFETY**

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

* Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
* Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
* Follow established safe working procedures, instructions and rules;
* Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
* Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
* Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies via the College website and compli space.

**CHILD SAFETY**

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

Staff must adhere to the following:

* A thorough understanding of the College’s Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
* Assist in the provision of a child-safe environment for students;
* Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

**POSITION DETAILS**

The English and Languages Learning Area Leader is a POL 2 position and attracts a time release of 9 periods a cycle. A mid-term appraisal will be completed during the tenure of this role.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College’s operations.