

## PURPOSE OF POSITION

The Learning Area Leader leads, develops and promotes the academic program in their respective Learning Area at St John's Regional College. In collaboration with others, the Learning Area Leader develops a vision for excellence that inspires the highest quality education, through authentic learning experiences, innovation, passion and purpose. The role has overall responsibility for the leadership and management of the Learning Area, ensuring exemplary teaching standards and learning outcomes for our students. The Learning Area Leader oversees the team of teachers who contribute to a rich and diverse curriculum and has overall responsibility for the developments and review of all curriculum documentation that further support the aims of the school and empowerment of our students as dynamic, curious, and intelligent individuals.

## REMUNERATION AND KEY RELATIONSHIPS

Position of Leadership	Learning Area Leader
Remuneration	POL 3
Time Allocation per cycle	9 periods
Tenure	In line with the College POL Cycle
Reports to	Junior Programs Leader VCE Programs Leader
Direct Reports	Learning Area Teachers
Key Internal Liaisons	Deputy Principal - Teaching and Learning Deputy Principal - Student Wellbeing Year 10-12 Student Engagement Leader Year 7-8 Student Engagement Leader Pathways Leader

## SPECIFIC RESPONSIBILITIES

### LEADERSHIP

- Provide leadership by actively and publicly supporting the College's Vision and Mission and by implementing the College's Strategic Plan and Annual Action Plan within the area of responsibility.
- Enact and lead the MACS Vision for Instruction and St John's Vision for Learning.
- Develop authentic relationships with students, staff and parents, promoting collaboration and open dialogue.

- Use data to inform curriculum design, practices, and pedagogy.
- Liaise with parents as appropriate in relation to learning area specific curriculum and learning and teaching matters. Meet with House Leaders and relevant families in intervention meetings to ascertain next steps in individual student pathways.
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change.
- Drive the use of technology to support learning.
- Lead the Learning Area teachers to achieve best practice relating to design and implementation of the curriculum, pedagogy, assessment and reporting ensuring that opportunities for student voice and choice are embedded in the curriculum.
- Lead teachers in undertaking the annual cyclical review of all curriculum programs, and then audit these courses.
- Engage in and support others in ongoing personal professional learning to support College priorities, the implementation of the College's Strategic and Annual Action Plan, and to enhance leadership skills.
- Support supervision of school holidays trial examinations, SACs, and revision programs as required.
- Supervise and direct the daily and long-term duties of school officers as appropriate. Laboratory Technicians, Art Technicians, Food Technology Assistants.

## DEVELOP AND IMPLEMENT

- Ensure compliant delivery of relevant mandated curriculum.
- Assist with setting the reporting parameters and assigning subject and level convenors for SEQTA.
- Coordinate and implement a Learning Area annual improvement plan. Promote professional dialogue, reflective practice and collaboration centered upon the School Improvement Plan and enhancing collective capacity.
- Oversee the booklist process, liaising with teachers to make recommendations

## PROMOTE

- Share information of Professional Learning Programs and correspondence with teachers received from relevant professional bodies and the VCAA.
- Promote a culture of accountability for collective outcomes, improvement and high performance, shaping a culture of high expectations for all.
- Promote and celebrate learning of the learning area through the College newsletter, yearbook and other publications as appropriate. Set up displays and activities for Learning Area Week, Open Evenings, Careers Expo to showcase student learning. This also includes the College production and SIS events such as Book in a Day, Debating and Culinary Challenges , Year 9 Café program where applicable.

## MANAGE

- Manage and oversee curriculum auditing, curriculum mapping and skills continuum in line with St John's Regional College templates and practices.
- Conduct regular classroom observations of all teachers within the Learning Area with the provision of purposeful and growth-oriented feedback.
- Support and monitor individual staff in the performance of their professional responsibilities to ensure that College expectations are met and follow up with staff if concerns arise.
- Approve applications for excursions and professional development.

- Hold meetings as defined in the Calendar utilising the College Meeting Protocols. Maintain records of learning area meetings and ensure attendance requirements are met.
- Ensure all components of SEQTA learning programs are enacted.
- 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.
- Oversee and mentor new teachers in the Learning Area and ensure they are familiar with SEQTA Programs and expectations.
- Oversee the accuracy of SEQTA Programs - Cover Page, Marks Book, Online Lessons, Assessments, and Reporting.
- Audit Marks Book every Term to ensure results for a minimum number of Formative and Summative Assessments have been released to students and families.
- Perform other duties as required by the Principal and/or Deputy Principal(s).

## AS A MEMBER OF THE LEARNING AREA LEADER'S TEAM

- 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.

## OTHER RESPONSIBILITIES

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St John's Regional College.

## KEY SELECTION CRITERIA

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- Experienced and highly effective teacher in secondary education.
- A demonstrated commitment to ongoing professional learning and development.
- Highly developed interpersonal and communication skills including a demonstrated ability to develop and support effective teams.

- Demonstrated capacity for proactive educational leadership and highly developed skills in leading and managing continuous improvement in learning and teaching.
- Demonstrated knowledge and understanding of contemporary educational research, issues, trends, practices and policies.
- Excellent organisational and time management skills.
- A demonstrated understanding and commitment to child safety.