



St Joseph's School

POSITION IDENTIFICATION

POSITION TITLE: **Head of Learning Area**

REPORTS TO: Dean of Teaching & Learning
Head of Secondary

AWARD: WA Catholic School Teachers Enterprise Agreement 2023 & Salary Schedules 2024

- Base Salary Teacher
- Promotional Position Allowance Category 3 Level 3
- 5 period release time

THE ROLE

The Heads of Learning operate as a team with the Teaching & Learning Coordinator and are responsible for the overall curriculum of the School. They promote the aims of the School through effective management of their learning area. As senior educators and subject specialists, Heads of Learning provide leadership and mentoring by supporting staff and by providing resources in the delivery of curriculum.

MIDDLE LEADERS AT ST JOSEPH'S SCHOOL

As highlighted in the Bishops' Mandate Letter, the Catholic school's task is to integrate faith, life and culture. In addition, St Joseph's School promotes a strong influence of the charisms of the Marist Brothers and Sisters of St Joseph of the Apparition. It is the task of all staff to ensure that these elements are clearly embedded in the education of students attending St Joseph's School.

All middle leaders in the School have the following key leadership and management responsibilities:

Leading within a learning community

- Promote and support the aims and values of the School and of Catholic Education
- Ensure a safe and supportive learning environment
- Create a culture of inclusion
- Engage with parents to support student learning, wellbeing and development

Leading the improvement and development of self and others

- Initiate strategies to improve student learning and development
- Build the capacity of staff to support student learning and development
- Encourage and facilitate a range of professional learning activities for staff
- Assist the Principal and the Heads of School to provide for pastoral care and mentoring of staff

Leading and managing team operation and programs

- Ensure the effective implementation of programs that support student learning, wellbeing and development
- Manage staff and financial resources and priorities
- Maintain high professional standards among staff and students
- Ensure that innovative, engaging learning, leadership and pastoral opportunities are provided for students
- Provide supervision for teachers to ensure student records are maintained in a timely and accurate manner

SPECIFIC DUTIES

Heads of Learning will have the following duties specific to their role:

- Ensure that curriculum is consistent with the values and teaching of the Catholic Church
- Ensure that learning programs are inclusive to reflect the diversity of learners
- Provide induction and mentoring to new members of the learning area regarding subject specific information
- Lead staff in their learning area through the Feedback & Growth process annually
- Track the grades of the cohort to identify issues and anomalies
- Work with classroom teachers and parents to manage behaviour concerns in classes
- Support teachers with managing difficult behaviours and/or students who need academic modifications



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- Regularly check that IEPs are being written correctly and followed by teaching staff
- Visit classes regularly and observe lessons of teachers both formally and informally
- Ensure that programs, resources and assessments are reviewed regularly and cater to the needs and diversity of the cohort and those with specific learning needs
- Facilitate learning area meetings and ensure that appropriate minutes are recorded, copied, circulated and stored appropriately
- Ensure that staff know, understand and act upon learning adjustments for students
- Support teachers to use feedback from students about their practice
- Monitor and take relevant action to ensure that course and assessment outlines are on SEQTA and that marks books and the SEQTA portal to parents are maintained and accurate
- Effectively manage critical conversations with and between staff
- Remain up to date with current trends in pedagogy and innovation
- Ensure that innovative, engaging learning opportunities are provided for students
- 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 and the School's Assessment & reporting Procedure
- Work collaboratively with the Teaching & Learning Coordinator to monitor the budget for the learning area, including the purchase of new resources as required
- Upskill new staff in the use of resources owned by or used by the school which particularly pertain to the learning area.
- Coordinate subject award recipients (semesterly) for Learning Area

ESSENTIAL CRITERIA

Heads of Learning shall:

- Be committed to the teachings and values of the Catholic Church
- Have excellent interpersonal skills
- Demonstrate effective strategies for managing staff
- Be an experienced teacher with outstanding classroom teaching skills (minimum 7 years)
- Demonstrate a high level of skill in the integration of ICT in their teaching and learning
- Demonstrate a commitment to professional learning
- Have a current TRBWA registration and a current Working with Children Card;
- Accreditation to Teach in a Catholic School and either the completion of or working towards Accreditation for Middle Leaders as per CEWA Ltd Accreditation Framework.

Child Safety and Code of Conduct

All staff at St Joseph's School are expected to uphold the highest standards of child safety and professional conduct in line with the CEWA Child Safe Framework and the School's Code of Conduct.

Staff will model ethical leadership, ensure safe and inclusive learning environments and act to safeguard student wellbeing at all times.