



Duty Statement

Head of Learning Area

The Head of Learning Area is a curriculum and pastoral leader within the College, responsible for Teaching and Learning in their specific Learning Area. The Head of Learning is required to actively contribute to the development of the Catholic ethos and culture of the College.

The outline of the role of the Head of Learning is as follows:

Catholic Identity

- Model and maintain the joy and love in teaching and learning, as captured by our College Motto “JOY IN LEARNING” and the Catholic ethos and traditions of our patron St John Bosco
- Be able to incorporate into the teaching and learning program, the example of how Jesus lived using “The Fruits of the Holy Spirit”
- Actively live and promote the College Mission
- Possess an ability to create a flourishing environment in which every student can thrive in a Catholic learning community
- Assist in planning whole College events and activities as required by the College Leadership Team
- Actively support the Catholic ethos of the College

Education

- Demonstrate an understanding of current educational and pastoral issues, particularly the education and care of students in a Catholic co-educational college
- Inspire a passion for learning and create a culture of high expectation in their Learning Area and across the College
- Promote and lead the College Philosophy and contemporary pedagogical principles
- Introduce teachers to and challenge them with innovative, effective and evidence-based pedagogy
- Possess a sound knowledge of the Western Australian Curriculum and the Religious Education guidelines, if teaching Religious Education
- Have a teaching role and be able to demonstrate exemplary pedagogy, classroom management and learning area skills
- Foster a student-centered learning environment which is nurturing, stimulating, academically challenging and inclusive
- Plan, review and implement courses to ensure that students receive an equitable learning experience
- Coordinate and ensure a detailed course outline is provided to students and parents via SEQTA
- Maintain knowledge of the general content of subjects and certificates being taught at specific year levels including the West Australian Curriculum, WACE Courses and VET Pathways
- Have a demonstrated capacity to improve student learning



Community

- Be able to foster strong relationships with all members of the College community
- Show initiative and participate fully in College activities
- Be an enthusiastic and cooperative team person who will work collaboratively with all staff
- Model exemplary pastoral care and management of students, including visiting classes to develop positive relationships with students and staff
- Communicate and collaborate with parents as partners on student learning and behavioural concerns, within their learning area
- Build supportive networks with professional communities beyond the College Community
- Be involved in the full life of the College
- Display excellent communication and interpersonal skills

Stewardship

- Demonstrate exemplary leadership skills, a high degree of professionalism, excellent communication and organisational skills, including team building and mentoring
- Have a high level of expertise in the application of digital technologies
- Conduct regular formative meetings with staff to review the study, attitudes, behaviour and academic performances of students
- Support behaviour management strategies as per the College Behaviour Management Procedure
- Manage non-teaching staff members within the Learning Area
- Plan and manage a Learning Area budget
- Contribute to Year Curriculum Handbooks and other documentation specific to each Learning Area, including College publications
- Be responsible for preparation and submission of any materials as requested by the Deputy Principal, external bodies, e.g. SCSA
- Facilitate Learning Area meetings as appropriate to disseminate information and to foster collegial discussion and growth
- Assist the Leadership Team with the development of staff, including staff induction, performance management, professional growth, mentoring early career and teachers new to the College
- Participate in all College-based professional learning activities
- Perform co-curricular duties
- Other duties as directed by the Principal

Key Characteristics

- Possess, or be willing to obtain, Accreditation for Middle Leaders in Catholic Schools
- Have taught for a minimum of five years
- Possess a minimum four-year degree and a commitment to further studies towards Accreditation and postgraduate qualifications
- Have a high level of expertise in the application of digital technologies
- Commitment to Student Safety and Wellbeing consistent with the CEWA Child Safe Framework



Line Management

The Head of Year's line of management is through to the Deputy Principal.