



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Learning Area Leader
<b>Reports To</b>	Principal, Assistant Principal - Teaching and Learning

#### PRIMARY PURPOSE OF POSITION

In consultation with the Teaching & Learning Executive, the Principal and the Assistant Principal (T&L), Learning Area Leaders are responsible for fostering a sense of unity, growth and development within their own Learning Area and within Year levels.

The role of a Learning Area Leader involves working closely with the Teaching and Learning Executive, the Teaching and Learning Team and with subject teachers as a team in decision-making. Through personal commitment Learning Area Leaders work to inspire more enthusiastic, effective teaching within each subject, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Curriculum aims and goals as stated in the Mission Statement. An assistant may be appointed to each Learning Area to assist the Learning Area Leader.

#### STATEMENT OF DUTIES

<b>Classroom Learning and Teaching</b>	<ul style="list-style-type: none"><li>• To focus on what is conducive to excellent teaching in the learning area.</li><li>• To ensure that each teacher provides the students with a course outline at the commencement of the course which includes the assessment requirements.</li><li>• To lead the teaching and learning process by modelling new/best practice.</li><li>• To monitor what is being taught in learning area classes.</li><li>• To provide recommendations for staff appointments and teaching allotments.</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>• To lead professional development in the Learning Area by offering professional development activities in the designated times during the year.</li><li>• To identify professional development needs: individual and group</li><li>• To encourage staff to attend targeted activities and become active members of their professional association.</li><li>• To attend professional development activities to ensure own development.</li></ul>
<b>Learning Area Architect</b>	<ul style="list-style-type: none"><li>• To actively support the curriculum direction and innovations in the College.</li><li>• To develop a learning area culture that embraces collaboration, sharing and a desire for improvement.</li><li>• To support learning area teachers.</li><li>• To support and explain school policy in curriculum matters to learning area teachers.</li><li>• To manage learning area staff to maximise effectiveness of the learning area.</li><li>• To provide advice to students with respect to subject selection.</li><li>• To case manage students who accelerate in the VCE.</li><li>• To articulate and explain procedures and policies relating to the Victorian Curriculum, VET, VM and VCE offerings.</li></ul>

	<ul style="list-style-type: none"> <li>• To act as chief representative and advocate for the learning area.</li> <li>• To understand and articulate how learning area needs and interests fit with the overall school goals and priorities.</li> </ul>
<b>Curriculum Strategist</b>	<ul style="list-style-type: none"> <li>• To take overall responsibility for the delivery of curriculum and change in the learning area.</li> <li>• To interpret and implement the requirements of external mandates.</li> <li>• To build your knowledge of Language and Literacy for your Learning Area</li> <li>• To build your staff's capacity for addressing Literacy demands in their subjects</li> <li>• To review, in term 4 each year, learning area curriculum in consultation with learning area staff to ensure appropriateness for students, and ability to maximize outcomes</li> <li>• To lodge a report on the review with the Assistant Principal (T&amp;L).</li> <li>• To maintain an awareness of changes and trends in learning area curriculum, and to communicate this to staff.</li> <li>• To develop learning area assessment and reporting within school guidelines.</li> <li>• To ensure that all curriculum decisions/initiatives at learning area level are in line with overall school direction, goals and priorities.</li> <li>• To form strategies to promote the learning area within the school and in outside community.</li> <li>• To implement initiatives that can be used to promote the school in the wider community.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To model the use of ICT in the classroom.</li> <li>• To promote the use of ICT across the Learning Area.</li> <li>• To support the development of Learning Area material for the College intranet.</li> <li>• To join Professional Growth Plan panels as required and conduct Annual Review Meetings for other staff.</li> <li>• Support the College New Student Enrolment process through: <ul style="list-style-type: none"> <li>– leadership and attendance at the College Open Day as the chief representative and advocate for the learning area; and</li> <li>– the facilitation of new student interviews and liaison with the College Registrar with regards to feedback following a new student enrolment interview.</li> </ul> </li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To facilitate attendance of learning area staff at relevant professional development activities through the College professional development procedures.</li> <li>• To oversee subject areas on the learning management system to ensure assessments and resources are maintained within College expectations and clear for staff and students.</li> <li>• To guide staff on appropriate assessment feedback for students.</li> <li>• To make provision for the completion of Learning Area reports in the event of teacher absence.</li> <li>• To chair Learning Area Meetings and organising regular meetings within the Learning Area and discussion with respect to matters of educational practices and principles.</li> <li>• To forward minutes of these meetings to the College Leadership Team and the Assistant Principal of Teaching &amp; Learning.</li> <li>• To ensure that copies of the various courses of study offered by the Learning Area are filed with the Teaching and Learning Executive and that each relevant subject teacher has a personal copy for on-going reference and assessment.</li> <li>• To take responsibility for the writing of exam papers in conjunction with appropriate subject teachers and ensure that a copy is lodged with the Assistant Principal (Teaching and Learning).</li> </ul>

	<ul style="list-style-type: none"> <li>• To prepare the Learning Areas annual budget, and supervise the expenditure of all monies</li> <li>• To requisition Learning Area purchases according to the College Purchasing procedure, through the Purchasing Officer.</li> <li>• To ensure that all resources purchased within the Learning Area are processed by the Learning Centres before distribution within the Learning Area.</li> <li>• To cooperate with the Learning Centre Leader and Learning Centres in ensuring that all resources are returned to the Learning Centre.</li> <li>• To oversee the care and conservation of specialist rooms and equipment where appropriate. This applies particularly to faculties such as Visual Arts and Drama, Technology, Information Technology and Health and Physical Education.</li> <li>• To organise, in consultation with the Assistant Principal of Teaching and Learning, the compilation of booklists within the subject area and ensuring that a draft booklist is lodged for final approval with the Teaching and Learning Executive by the stipulated date.</li> <li>• To request software through the Software Application Form as appropriate.</li> </ul>
<b>Other Duties</b>	Other duties as requested from time to time by the Principal and/or Assistant Principal Teaching and Learning.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> <li>• Display a high degree of accountability and efficiency in the carrying out of the duties for this position.</li> <li>• Able to competently carry out multi-tasking duties both in immediate and longer term situations.</li> <li>• Be approachable and responsive to all members of the Learning Area.</li> <li>• Give strong evidence of commitment and contribution to the effective running of the Teaching and Learning Team.</li> <li>• Show initiative and energy in all matters pertaining to Curriculum development at the College.</li> <li>• To establish and maintain a positive spirit and good order in the Learning Area.</li> <li>• To continually strive to improve the academic results of the Learning Area.</li> </ul>

POSITION REQUIREMENTS	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• The Learning Area Leader is required to have a comprehensive knowledge curriculum area and of current trends in curriculum development.</li> <li>• The Learning Area Leader needs to lead and inspire a team of teachers to achieve desired educational outcomes of the College.</li> <li>• The Learning Area Leader requires the capacity to be an effective instructional leader, learning area architect, and curriculum strategist.</li> <li>• The Learning Area Leader is required to have an understanding of the operative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA</li> </ul>

	<ul style="list-style-type: none"> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Willingness to support the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Ability to effectively lead a team of academic staff to ensure a very high standard of professional practice.</li> <li>3. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>4. Understanding of and commitment to academic excellence including the ability to actively promote this within the academic staff and support the College's literacy initiatives.</li> <li>5. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys education.</li> <li>6. Ability to develop curriculum area-specific learning resources that align with the Victorian Curriculum and VCAA protocols for VCE.</li> <li>7. Understanding and support of policies and the ability to encourage the implementation of these policies within the Learning Area.</li> <li>8. Well-developed interpersonal skills including organisation and communication.</li> <li>9. Commitment to ongoing professional learning.</li> </ol>

TERMS AND CONDITIONS	
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.</li> <li>• The appointment is for two years. The position will be re-advertised after two years and is subject to the College cyclical review program. The formal review process will include a review of the teaching programs offered by the Learning Area.</li> <li>• This position attracts a POL allowance and a time allowance, as determined by the Principal.</li> <li>• The position reports to the Assistant Principal, Teaching and Learning and will need to be available to the Assistant Principal, Teaching and Learning during specified periods leading up to the commencement of school and after school finishes.</li> <li>• The position will, from time-to-time require attendance outside normal hours. Remuneration for this time, outside of regular hours, is provided for within the position of leadership time allowance and remuneration.</li> <li>• The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.</li> </ul>	