



**St Mary MacKillop College**  
CHOOSE LIFE WITH COURAGE

## Head of Learning Area

<b>Location</b>	Secondary Campus
<b>Accountability</b>	Principal
<b>Reporting to</b>	The Head of Secondary
<b>Allowance</b>	Category 2 Level 1
<b>Time Allowance</b>	As negotiated with the Principal
<b>Tenure</b>	Ongoing

### PURPOSE OF THE POSITION

The position of Head of Learning Area (HOLA) is an important leadership role within the College. It is a middle leadership position and persons occupying this role must be suitably qualified and fully supportive of the College's Mission. The HOLA will be a member of the Academic Leadership Team. Collectively, this group takes responsibility for curriculum planning and directing the teaching and learning process within the College. The HOLA is expected to work collaboratively with the Principal, Head of Secondary and members of the Academic Learning Team in demonstrating support for the vision and policies of the College.

### CORE RESPONSIBILITIES

#### Teaching, Learning, Assessment and Communication:

- The implementation, application, supervision and review of the Western Australian 7 – 12 Curriculum within the Learning Area (including the design and delivery of requisite Teaching – Learning Programs, Course and Assessment Outlines, Assessment Tasks and Rubrics); together with the units of work mandated by the Diocesan Bishops.
- Collaboration with others to deliver the General Capabilities of the Western Australian Curriculum.
- Ensuring that respective Assessment Programs are developed and executed in accordance with both College and School Curriculum and Standards Authority policies and procedures.
- The development of appropriate documentation for College, parent and student publications.
- To provide ongoing data, presenting the performance of both students and staff across all Courses offered by the Learning Area.
- Informed by data, determine the Strategic Direction of the Learning Area giving particular attention to remedial and accelerated interventions required by students and staff.
- Work with Learning Support staff to develop Individual Education Plans, including Modified Assessments, for students where required.
- Access NAPLAN, OLNA and other data to inform and improve Teaching and Learning.

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## **Head of Learning Area** continued

### **Teaching, Learning, Assessment and Communication continued:**

- The development and distribution of appropriate documentation to all members of the Learning Area team.
- Supervising the allocation of levels of achievement for all Outcomes across respective Learning Area subjects.
- Consulting with the members of the Learning Area Team to facilitate the development of reporting mechanisms that effectively advise parents of their child's achievement regarding relevant Learning Area Outcomes.
- Liaise with others in determining the allocation of appropriate academic awards to students undertaking subjects within the Learning Area.
- Work with the Academic Leadership Team to develop College Curriculum Assessment and reporting structures and procedures.
- Oversee the placement and regular updates of the Curriculum Programs, Assessment Structures and Student Performance Levels on the College's Online Learning Management System.
- Submit Learning Area Report as required for the College Yearbook.

### **Management and Supervision of Staff:**

- Oversee the orientation and induction procedures for newly appointed Learning Area team members.
- The supervision and leadership of the Teaching – Learning function as it applies to the Learning Area.
- Ensuring that all Learning Area team members execute their responsibilities in accordance with College policies and procedures.
- Ensuring that Learning Area team members constantly and consistently communicate with parents regarding student performance, including areas of commendation and concern.
- The provision of assistance, support and advice to all Learning Area team members with regard to Learning Strategies and Classroom Management concerns and possible intentions.
- Where appropriate, liaising with the Head of Secondary, Heads of School and Head of Year/s regarding pastoral care concerns for students undertaking a subject within their Learning Area.
- Performance management and career planning of teaching and non – teaching members employed within the Learning Area.
- Monitor the use and completion of information required by respective Staff on the College's Online Learning Management System.

### **Management of Resources:**

- The development, submission and monitoring of the Learning Area budget and the implementation of corrective measures where appropriate.
- The selection of text books, learning support materials and resources in consultation with members of the Learning Area team.

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## Head of Learning Area continued

### **Management of Resources continued:**

- Ensuring that all capital equipment, plant, buildings and consumables associated with the Learning Area are adequately supervised and appropriately maintained.
- Ensuring the completion of an annual Learning Area stocktake.

### **College Responsibilities and Accountability:**

- The submission of an annual report to the Principal detailing Learning Area activities, including highlights and recommendations for improvement. This should be constructed based on data gained from the performance of both students and staff.
- Liaising with the Head of Secondary regarding the construction and development of the timetable as it applies to the Learning Area.
- Liaising with the Head of Secondary together with members of the Learning Area regarding Curriculum Learning, Assessment and Reporting.
- Liaising with the Coordinators of Learning Support, ICT and VET to ensure the maximization of Learning Area opportunities for all students.
- Facilitate all Learning Area meetings, and when required, provide the Principal and Head of Secondary with briefings.
- Provide the appropriate representation of issues raised by Learning Area members at Academic Leadership Team meetings or similarly appropriate forums.
- Ensuring that decisions made by the College Leadership Team and the Academic Leadership Team are communicated to, and fully supported by, members of the Learning Area.

### **Additional Role Components:**

All staff, in particular those in leadership positions within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the classroom.
- In line with the College's Evangelisation Plan, foster ongoing spiritual formation amongst staff and students and promote the evangelistic role of the College.
- Contribute appropriately to the implementation of the College's Strategic Plan and Annual School Improvement Plan.
- Take an active part in the co-curricular aspects of College life.
- Fully participate in the Liturgical life of the College and be a positive role model for staff and students.

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## Head of Learning Area continued

### **Additional Role Components continued:**

- Complete the necessary PD associated with the Learning Area, Leadership Role and Accreditation for Teaching in a Catholic School.
- Ensuring attendance at staff meetings, Parent Evenings and other College Functions as the Principal may require.
- Undertaking any other duties or responsibilities that may be assigned by the Principal.

### **Team Contribution:**

- Ensure a friendly, helpful and professional demeanour at all times.
- Create positive and open communications to deliver the best possible outcomes.
- Ensure systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve such systems and processes.
- Demonstrate a flexible approach to the role by undertaking other tasks to support all of the above.
- Support others and facilitate a team orientated professional environment.
- Demonstrate time management and organisational skills, including the ability to meet deadlines.
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with students and families.
- Utilise effective interpersonal skills and initiative when dealing with difficult situations.
- Contribute to a positive and vibrant workplace.

### **Work, Health and Safety**

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure understanding and compliance of the College OHS policy
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

### **Code of Conduct**

You are responsible for ensuring you act within the framework of the College's Code of Conduct.