



## Learning Area Leader (Mathematics)

### Preamble

St Joseph's College is a Catholic boys' school in the Salesian tradition. The Learning Area Leader is responsible for fostering a sense of unity, growth and development within the Learning Area and within Year Levels. The Learning Area Leader works in collaboration with a number of staff including the Principal, Deputy Principals, Director of Students and teachers within the Learning Area. There are several Learning Area Leader positions.

### General Responsibilities

The Learning Area Leader works closely with the Teaching and Learning Team, other Learning Area Leaders, Level Learning Leaders and subject teachers in providing high quality programs. The Learning Area Leader works to inspire enthusiastic, effective teaching within each subject, ensuring that resources, talents and facilities are fully and effectively utilised in achieving the Learning and Teaching Goals and Annual Action Plan in line with the Strategic direction of the College. There are some duties which relate to each respective Learning Area and these are determined on an annual basis.

### Qualities

The Learning Area Leader is required:

1. To have a comprehensive knowledge of the Learning Area and of current developments in learning and teaching pedagogy.
2. To lead a team of teachers to achieve desired the educational outcomes.
3. To be a highly effective teacher who is able to model best practice and assist teachers to develop their pedagogy.

### Duties

#### Classroom Practice

- To focus on what leads to excellent teaching.
- To annually develop and review the Learning Area goals and actions to maximise staff and student achievement.
- To ensure that each teacher provides the students with a comprehensive course outline at the commencement of each semester including details of assessment requirements.
- To lead the teaching and learning process by modelling new and best practice.
- To monitor what is being taught in Learning Area classes.
- To provide input for staff appointments and teaching allotments as required.

#### Leader and Learning Designer

- To actively support the learning direction and innovations in the College.
- To develop a learning area culture that embraces collaboration and improvement.
- To support Learning Area teachers.
- To provide advice to students with respect to subject selection.
- Together with other leaders, to case manage students who accelerate in Learning Areas.
- To articulate and explain procedures and policies relating to the Victoria Curriculum, VCE and VET offerings.
- To act as chief representative and advocate for the Learning Area.
- To understand and articulate how Learning Area needs and interests fit with the overall College goals and priorities.
- To maintain an awareness of changes and trends in Learning Area curriculum, and to communicate this to staff.
- To take responsibility for the delivery of curriculum and change in the Learning Area.
- To interpret and implement the requirements of external mandates.
- To review Learning Area curriculum in consultation with Learning Area staff to ensure appropriateness for students, and ability to maximise outcomes.
- To lodge a report on the review with the Principal/Deputy Principals.
- To develop Learning Area assessment and reporting within College guidelines.
- To ensure that all curriculum decisions/initiatives at Learning Area level are in line with overall strategic direction, goals and priorities
- To form strategies to promote the Learning Area within the school and in outside community
- To implement initiatives that can be used to promote school in the wider community.
- To model exemplary practice consistent with leading in a Catholic school inspired by the Salesian tradition.
- To model the use of ICT in the classroom.

- To promote the use of ICT across the Learning Area.
- To support the development of Learning Area material for SIMON (LMS) and other requirements.

### **Professional Development**

- To lead professional development in the Learning Area by offering professional development activities at designated times during the year.
- To identify professional learning needs for individuals and group.
- To encourage staff to participate in targeted activities and become active members of their professional association.
- To attend professional development activities to ensure own development.
- To support and explain College policies in learning matters to Learning Area teachers.
- To manage Learning Area staff to maximise effectiveness of the Learning Area.
- To observe and coach teachers to improve teaching practice.

### **Administration**

- To facilitate attendance of Learning Area staff at relevant professional development activities through the College professional learning procedures.
- To make provision for the completion of Learning Area reports in the event of teacher absence.
- To chair Learning Area Meetings/Professional Learning Meetings and organising regular meetings within the Learning Area and discussion with respect to matters of educational practices and principles.
- To forward Agenda and Minutes of these meetings to the Principal, Deputy Principals and Learning Area teachers.
- To ensure that copies of the various courses of study offered by the Learning Area are located with the Teaching and Learning Team and that each relevant subject teacher has these courses.
- To take responsibility for the writing of exam papers in conjunction with appropriate subject teachers and ensure that a copy is lodged with the Teaching and Learning Team.
- To participate in the development of the annual budget, and supervise its expenditure.
- To requisition Learning Area purchases according to the College's Purchasing procedure through the Finance Team.
- To ensure that all resources purchased within the Learning Area are processed according to the College's procedures before distribution within the Learning Area.
- To cooperate with the Information Services Leader and the Chieri Resource Centre in ensuring that all resources are returned to the Resource Centre as appropriate.
- To oversee the care and conservation of specialist rooms and equipment where appropriate. This applies particularly to Learning Areas such as Arts and Technology, Science and Health and Physical Education.
- To organise, in consultation with the Deputy Principals, the compilation of resource/book lists within the Learning Area.

### **Key Performance Indicators**

1. Display a high degree of accountability and efficiency in the carrying out of the duties for this position.
2. Able to competently carry out multi-tasking duties both in immediate and longer-term situations.
3. Be approachable and responsive to all members of the Learning Area.
4. Demonstrate strong evidence of commitment and contribution to the effective running of the Teaching and Learning Team.
5. Show initiative and enthusiasm in all matters relating to curriculum development at the College.
6. Be able to establish and maintain a positive spirit and good order in the Learning Area.
7. Be continually striving to improve the academic results of the Learning Area.

### **Criteria for Selection**

1. Proven record as a skilled educator.
2. Support and participation in the faith life of St Joseph's College including commitment to the Salesian ethos of the College.
3. Evidence of a commitment to acquiring 'Accreditation to Teach in a Catholic School', actual 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education in a Catholic School'.
4. Ability to effectively lead a team of staff within the relevant Learning Area.
5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
6. Knowledge and understanding of contemporary practices and policies related to 'teaching and learning' and 'student wellbeing'.

7. Well-developed interpersonal skills including organisation and communication.
8. Ability to work effectively independently and as part of a team.
9. Commitment to ongoing professional learning.

#### **Terms and Conditions**

Terms and conditions are as outlined in the '*NEW AGREEMENT*' for Registered Teachers. Salary is set out in the Award according to years of experience and qualifications. The position is POL 2 and minimum time release of 240 mins per week. The tenure is two years. The position reports to the Deputy Principals.

The Learning Area Leader will participate in a formal Appraisal Process in the final semester of the first year or the first semester of the second year of appointment and this will include a review of the learning programs offered by the Learning Area.

The Learning Area Leader is required to participate in a Middle Leaders Program usually in the first year of the appointment. This program is normally delivered in modules at the College.

The Learning Area Leader is required to participate in professional learning in order to be able to effectively lead and develop the teaching and learning program.

***Last Updated August 2017***