

Learning Area Leader

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 several staff including the Principal, Deputy Principals, Directors, Heads and teachers within the Learning Area. There are several Learning Area Leader positions.

Child Safe Standards

The Learning Area Leader must be:

- committed to the safety and wellbeing of all children and young people.
- able to demonstrate an understanding of the Child Safe Standards and their legal obligations under the Ministerial Order No. 870.
- a suitable person to be engaged in working with children and young people.
- able to understand and commit to Child Safe Standards and expectations relating to Melbourne Archdiocese Catholic Schools (MACS), PROTECT, VRQA and VIT.
- able to demonstrate an understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring the Child Safe focus of St Joseph's College.

General Responsibilities

The Learning Area Leader works closely with the Learning Team, other Learning Area Leaders, Year Level Learning Leaders and Subject Teachers in providing high quality programs. The Learning Area Leader works to inspire enthusiastic, effective teaching within each subject (including VCEVM and VET subjects), 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 current developments in learning and teaching pedagogy.
2. To lead a team of teachers to achieve the desired 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 learning and teaching 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 oversee with the Director of RTO and Pathways, the development of curriculum within the VCE VM areas.
- 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 and Deputy Principal (Learning).
- 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 College and in the outside community.
- To implement initiatives that can be used to promote the College 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, Head of Learning and Learning Area teachers.
- To ensure that copies of the various courses of study offered by the Learning Area are available (and kept updated) to the Principal, Deputy Principals, Head of Learning and the Learning Team and that each relevant subject teacher has these courses.
- To provide regular Learning Area reports to the Learning Team.
- To take responsibility for the writing of exam papers in conjunction with appropriate subject teachers and ensure that a copy is lodged with the Deputy Principal (Learning) for final approval.
- 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 Chieri Resource Centre staff 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, Technology, Science and Health and Physical Education.
- To organise, in consultation with the Deputy Principal (Learning), the compilation of resource/book lists within the Learning Area.
- To ensure compliance with any outside bodies including VCAA, MACS, VRQA and any auspicing bodies (in the case of VET subjects).
- To liaise with the Director of RTO and Pathways to ensure that arrangements and compliance with auspicing bodies are appropriate.

There are duties relevant to each respective Learning Area depending on the needs.

Other duties as determined by the Principal or delegate.

Key Performance Indicators

- Display a high degree of accountability and efficiency in the carrying out of the duties for this position.
- Able to competently carry out multi-tasking duties both in immediate and longer-term situations.
- Be approachable and responsive to all members of the Learning Area.
- Demonstrate strong evidence of commitment and contribution to the effective running of the Learning Team.
- Show initiative and enthusiasm in all matters relating to curriculum development at the College.
- Be able to establish and maintain a positive spirit and good order in the Learning Area.
- 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 gaining or maintaining 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education or Lead in a Catholic School'.
4. Ability to effectively lead a team of staff within the relevant Learning Area to ensure the highest standards of professional practice.
5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.
6. Ensure the needs of individual students are supported within the Learning Area.
7. Knowledge and understanding of contemporary practices and policies related to 'learning and teaching' and 'student wellbeing' e.g. Child Safe Policy, Reportable Conduct.
8. Ability to use information and data effectively to maximise student progress and the pursuit of excellence.
9. Ability to provide additional opportunities for students e.g. competitions, clubs.
10. Well-developed interpersonal skills including organisation and communication.
11. Ability to ensure that students develop their understanding and upholding of 'respectful relationships' in the context of interactions with all staff, students and the wider community.
12. Ability to uphold the College motto 'Agite Quae Didicistis'.
13. Ability to work effectively independently and as part of a team.
14. Commitment to ongoing professional learning.

Terms and Conditions

Terms and conditions are as outlined in the *CEMEA 2022* 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 160 mins per week. The tenure is two years. The position reports to the Deputy Principal (Learning).

The Learning Area Leader is required to participate in a formal Appraisal Process during the tenure period and this may include a review of the programs offered by the Learning Area.

The Learning Area Leader is required to participate in Middle Leaders Professional Learning activities during the tenure period. These activities are normally delivered in variety of ways both internally and externally.

The Learning Area Leader is required to participate in professional learning in order to effectively lead and develop the respective Learning Area.

This Leadership position requires involvement in school community activities outside designated school hours e.g. Open Days, and participation in planning times during some school holiday times e.g. prior to the formal commencement of the school year.

This Position Description is subject to modification as determined by the Principal.

Last Updated August 2025