



# Position Description



## Learning Area Leader

Reports To	Instructional Leader
Position Classification	POL 2.5
POL Allowance	\$7,978
Time Release	Performing Arts – 6 lessons (450 minutes)
Tenure	2026 - 2027
Conditions	Employment is in accordance with the terms and conditions as outlined in the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022 and any instrument which replaces it

### Overview

St Columba's College Ltd is a Catholic secondary girls' school located in Essendon under the stewardship of Mary Aikenhead Ministries and conducted in the tradition of the Sisters of Charity.

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

All staff members of St Columba's College are expected to support Catholic education in the spirit of Mary Aikenhead as expressed in the College's Vision and Mission statements. Leaders are expected to reflect the values of Mary Aikenhead Ministries in the way that they perform their leadership role and in the relationships they form with all members of the College community. In particular, Leaders are called to model and practice the Dimensions described in the document *By This Everyone Will Know*.

- The love of Christ Impels us
- Preferential option for the poor
- Going to the margins
- Trust in divine providence
- Called to be extensively useful
- Contemplatives in action

Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

### Commitment to Child Safety

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including Child Safe Standards. The College's Child Safety Code of Conduct is available on the College website. Every staff member will have a demonstrated understanding of the College's Child Safety Code of Conduct. Applicants should have the following qualities and capabilities:



- experience working with children
- a demonstrated understanding of child safety
- a demonstrated understanding of appropriate behaviours when engaging with children
- familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-related work.

## Position Summary

The Learning Area Leader is responsible for providing educational leadership and strategic direction within their designated learning area. The role focuses on promoting excellence in learning and teaching, supporting staff professional growth, ensuring curriculum compliance and innovation, and fostering a collaborative and high-performing team culture. The Learning Area Leader works closely with an Instructional Leader and the Head of Learning and Teaching to implement the school's strategic priorities and ensure positive student learning outcomes aligned with the school's mission and values.

## Key Accountabilities

The Learning Area Leader will:

- Oversee the curriculum needs of the Learning Area.
- Support teachers and Instructional Leaders with the necessary tasks that enable each of the Learning Areas to operate efficiently and effectively.
- General responsibilities.

### Oversee the curriculum needs of the Learning Area

- Lead and oversee the implementation of whole-school improvement strategies related to curriculum planning and delivery in the Learning Area.
- Access and utilise the data that informs the development of the curriculum programs within the Learning Area.
- Lead teaching teams in the planning, implementation and review of teaching and learning programs according to the school strategic plan's goals and priorities.
- Support teachers in the implementation of curriculum policies and programs.

### Effective and Efficient Operation of the Learning Area

- Facilitate the efficient operation of the Learning Area.
- Prepare Learning Area budgets.
- Support the selection of resources for inclusion in Year Level Booklists.
- Support the Performance and Development Leader with reporting processes each year, ensuring key milestones in timelines are met.
- Produce course outlines for relevant College publications and review material related to subject selection.
- Support teachers to produce exams and review these.
- Approve the organisation of excursions, incursions and professional learning opportunities.
- Promote the Learning Area in a variety of internal and external forums.
- Oversee the planning, organisation and running of Learning Area "theme" weeks.
- Support the organisation and running of incursions, excursions and overseas trips.



- Monitor the safety of the learning and working environments in the Learning Area, ensuring that practices are consistent with College policies paying particular regard to the College's Child Safeguarding Program.
- With the Instructional Leader evaluate and select resources to be used within Learning Areas, and oversee the ordering of appropriate resources with the Library Staff.
- Where applicable, oversee, facilitate and review the work of School Officers in the Learning Area.
- Support the Instructional Leaders in ensuring that all Curriculum Documentation is up-to-date and submitted according to timelines each year.

### General Responsibilities

- Respond to expressed and perceived needs of Learning Area Teams.
- Take responsibility for the wellbeing, workload and accountability matters that arise with the Learning Area Team in the first instance, as per the Staff Responsibility and Accountability Policy.
- Work with Learning Area Teams to plan special occasions to highlight and celebrate the learning within their learning areas.
- Ensure that learning and teaching programs and practices reflect VCEA, VCAA, MAEA and St Columba's College Policies and Processes; and that these are communicated to staff.
- Contribute to the development, implementation and evaluation of the School Improvement Plan and the Annual Action Plan.
- The Learning Area Leader will, at times, be required to undertake other duties related to the role as directed by the Principal.

### Selection Criteria

- Demonstrated commitment to the ethos and values of Catholic education, with the capacity to contribute positively to the faith life and mission of the College.
- Proven leadership experience in curriculum and pedagogy, with the ability to lead, inspire, and support staff to achieve excellence in learning and teaching.
- Demonstrated understanding and implementation of the Victorian Curriculum/VCE/VCE VM/VPC requirements (as relevant to the learning area).
- Highly developed knowledge of contemporary educational practices, including curriculum design, assessment, differentiation, and evidence-based teaching strategies.
- Demonstrated ability to analyse and use student learning data to inform practice, monitor progress, and improve student outcomes.
- Strong interpersonal and communication skills, with the capacity to build positive relationships and foster collaboration among staff, students, and families.
- Demonstrated experience in leading professional learning and coaching staff, supporting continuous improvement and professional growth.
- Excellent organisational and administrative skills, including the ability to manage competing priorities, coordinate programs, and ensure compliance with relevant policies and procedures.
- Demonstrated capacity to contribute strategically to whole-school improvement initiatives and work effectively as part of a leadership team.



- Capacity to lead curriculum innovation and respond effectively to emerging educational priorities and reforms.

## Risk and Occupational Health and Safety

All staff will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.

## Team Membership

- Learning and Teaching Team
- Learning Area Leaders Team
- Learning Area Team

## Other Requirements

- Formal appraisal in the penultimate year of appointment
- Flexibility to vary working hours to fulfil the requirements of the position
- Professional Business attire

AUTHORISED BY PRINCIPAL  
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