

## *Position Description: Learning Area Leader*

### **MISSION**

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

“With Him is the Fullness of Life” Jn 10:10

Our motto is our vision—the commitment to ensure every member of our community is empowered to achieve success, act with integrity and contribute to the common good—Christian discipleship for a just world.

### **PURPOSE OF POSITION**

The Learning Area Leader is a key leadership role and is jointly responsible for leading excellence in learning and teaching. The Learning Area Leader is a member of the Teaching and Learning Committee. The Learning Area Leader reports to the Deputy Principal Learning and Staff.

The Learning Area Leader is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Learning Area Leader will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

As a leader in the College, the Learning Area Leader exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The leadership role is predicated on the belief that to be effective the Learning Area Leader's work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The Learning Area Leader gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

See the appendix attached to this Position Description for individual Learning Area descriptions.

### **SPECIFIC RESPONSIBILITIES**

The specific responsibilities of the Learning Area Leader are:

- Leadership
- Performance and Development
- Leading and Building Team Capacity
- Curriculum Development and Innovation
- Progression of Learning
- Student Learning Programs
- Management of the Learning Area
- Other responsibilities as required

## SPECIFIC TASKS

### Leadership

- Models, inspires and supports staff and students with a clear focus on continually improving student learning and wellbeing outcomes.
- Fosters and promotes reflective practice, professional dialogue and a collaborative approach with staff.
- Supports teams and individuals to embrace continual improvement and innovation.
- Supports College Leadership including implementing College strategic and annual goals.

### Performance and Development

- Assists with the induction and mentoring of new staff.
- Assists staff in reflection and goal setting.
- Supports staff in working towards their goals with evidence gained from multiple sources including student outcome data, classroom observations and surveys.
- Provides regular formal and informal feedback to staff regarding progress towards meeting their goals.
- Promotes and organises external professional learning for staff in line with College goals and individual goals.
- Conducts EMS 360 Reviews with staff and ensures that the process is a positive experience for colleagues, being developmental, yet none the less challenging.
- Ensuring that appropriate strategies are in place to support teacher progress against the AITSL teaching standards and initiating intervention strategies as necessary.

### Leading and Building Team Capacity

- Participates in interview panels as requested and contributes to the panel's recommendations to the Principal regarding the appointment of new staff.
- Liaises with the Deputy Principal Learning and Teaching and Learning Area Leaders to make staff allotment recommendations.
- Leads regular learning area team meetings; driving school improvement by seeking innovative and creative strategies and solutions, initiating dialogue and debate around key issues, and raising agenda items which address school improvement and student attainment.
- Regularly liaises with, supervises and supports the development of technical support staff.
- Builds practice excellence by providing opportunities for collaboration, reflection and feedback with staff they lead.
- Builds practice excellence by providing opportunities for professional learning, professional reading, reflection and action.
- Enthusiastically leads colleagues within a positive and supportive working atmosphere, with a common vision for success.
- Promotes practice excellence and recognises success.
- Is aware of strengths and challenges within the team, and is supportive of development, whilst challenging any underperformance.
- Supports and mentors staff who experience challenging situations in the classroom.
- Supports the wellbeing of staff.
- Leads, encourages and supports participation and membership of regional, state and national networks, seminars, conferences and other professional learning activities.



## Curriculum Development and Innovation

The Learning Area Leader, works with the Teaching and Learning Committee to:

- Ensure the learning and teaching program reflects College goals, vision, areas of specialisation and innovation.
- Ensure the curriculum, assessment and reporting procedures within the learning area are compliant with the advice published by the Victorian Regulations and Qualifications Authority (VRQA), Victorian Curriculum and Assessment Authority (VCAA) and Melbourne Archdiocese Catholic School (MACS).
- Ensure the Victorian Curriculum capabilities are taught explicitly in and through the learning areas.
- Embed the cross-curriculum priorities of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia, and Sustainability in the learning and teaching program.
- Embed the learning and teaching of Science, Technology, Engineering and Technology (STEM) in the curriculum and extend this learning with the provision extra-curricular opportunities.
- Provide a high-level summary of the coverage of the curriculum delivered in the College learning and teaching program.
- Initiate and implement innovation within the curriculum.
- Encourage and Implement initiatives to improve student literacy and numeracy.
- Model and initiate strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.
- Model and initiate strategies for assessment for learning and assessment of learning.
- Initiate and implement innovation in the provision of extra-curricular activities to meet the specific learning needs and interests of students across the full range of abilities.

## Progression of Learning

- Works with staff to analyse diagnostic test data eg. ACER PAT, NAPLAN with the purpose of identifying areas of growth and improvement.
- Works with staff in using data to evaluate the on-going progress and quality of achievement of individual students, groups of learners and subject areas within the learning area.
- Works with staff to analyse VCE results with the purpose of identifying areas of growth, areas for improvement and future goals.

## Student Learning Programs

- Makes recommendations to the Deputy Principal Learning and Teaching the Head of Senior/Middle School Learning regarding subject choices for individual students.
- Liaises with students, parents/carers and staff to address any concerns raised regarding a student's learning program and progression of learning within their learning area.
- Supports and liaises with staff, students and parents/carers regarding areas of concerns raised that relate to a student's learning in the respective learning area.

## Management of the Learning Area

- Works with staff to maintain the learning management system.
- Ensures that the appropriate planning, legislative compliance and risk assessments are undertaken for any learning area camp or excursion.



- Recommends and oversees the learning area budget in accordance with Finance Office guidelines.
- Recommends capital resources for their learning area.
- Prepares the booklist for their learning area.
- Supports teachers in the completion of VCE Audits scheduled by VCAA.
- Ensures the maintenance and organisation of specialist rooms, technology rooms, workshops and laboratories (science, performing arts, visual arts, technology etc) to create a conducive and safe learning environment for students to engage in hands on experiences and practical projects in an optimal learning and safe environment.

### Other responsibilities as required

- Fulfils other responsibilities as directed by the College Principal and Deputy Principal Learning and Teaching.

### Child Safety

The John Paul College community promotes the safety, wellbeing and inclusion of all children. We are a child safe employer who is committed to the welfare of children and young people in our protection. All potential employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and Code of Conduct. This includes:

- Ensure adherence to all child safety standards and mandatory reporting requirements.
- Attend training to maintain compliance with all child safety legislation, standards and regulations.
- Complete all mandatory reporting in a timely manner.
- Escalate and report all matters related to student safety immediately.
- Understand and work diligently to deliver student duty of care accountabilities.

### KEY SELECTION CRITERIA

The successful applicant will need to meet the following key selection criteria:

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- A demonstrated commitment to personal professional learning.
- A proven record as an exemplary teacher.
- A demonstrated knowledge of their teaching areas, including sound knowledge of Victorian Certificate of Education (VCE) and/or the Victorian Curriculum studies which are within the auspices of their learning area.
- Demonstrated commitment to achieving best practice in teaching and learning, especially for students with diverse /ongoing needs.
- A well-articulated vision of contemporary pedagogical approaches.
- An understanding of the challenges of teaching in a 21st century classroom.
- A demonstrated understanding and commitment to child safety.
- Demonstrated ability to work with others towards a common goal.
- Demonstrated leadership capacity.

### Remuneration / Further information

- Level of responsibility: POL3
- Time allowance: 0.227 FTE (10 / 44 periods per cycle)



- The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.
- This role is subject to ongoing review and may change to suit the requirements of John Paul College.

## **APPENDIX - LEARNING AREAS**

### **Additional responsibilities:**

#### **Performing Arts:**

- Organizes and oversees major events, including but not limited to Performing Arts Nights, House Music, and Productions.
- Manages the College's Instrumental Program, including maintaining records and processing pay sheets.
- Coordinates student participation in SIS Events such as Music Performances and assists in the coordination of SIS TheatreSports.
- Collaborates with Music and Performing Arts teachers to prepare assembly performances.
- Plans and coordinates public music performances, such as Open Evenings and Ensemble Evenings.
- Facilitates the coordination of musical items for School Masses.
- Takes on a key production role as Director, Musical Director, Choreographer, or Producer.
- Oversees the budget for Productions and Music, ensuring effective financial management.
- Organizes and promotes student involvement in Music across the college, fostering student engagement and participation.
- Along with the Visual Arts Learning Area Leader, oversee the role of the Arts Assistant, including recruitment, training, and performance management.

#### **Science**

- Oversees the Science Laboratory Technicians, including recruitment, training, and performance management, to ensure efficient operation and maintenance of laboratory equipment and resources.
- Oversees the maintenance and upkeep of the science laboratories, ensuring they are safe, well-equipped, and conducive to effective teaching and learning. This includes coordinating repairs, renovations, and equipment upgrades, as well as implementing regular safety inspections and protocols to maintain a high standard of laboratory facilities.

#### **Health and PE**

- Along with the Head of Sport, oversee the Sport and PE Assistant, including recruitment, training, and performance management, to ensure effective coordination and support for physical education classes and extracurricular sports activities.

#### **Visual Arts**

- Along with the Performing Arts Learning Area Leader, oversee the role of the Arts Assistant, including recruitment, training, and performance management.

#### **Technology**

- Oversees the Technology Technician including recruitment, training, and performance management.



## Religious Education

- Collaborates with the Director of Faith and Mission on areas such as religious ceremonies, prayer services, and retreats, ensuring their alignment with the school's religious identity and providing opportunities for spiritual growth and reflection among students.

## Vocational Major

- Reviews student applications for studying VCE VM program and advises students and parents/carers on the suitability of the VCE VM program to students' needs/pathways in consultation with other staff (Head of Careers, Head of Senior School Learning, and Senior Wellbeing Coordinators).
- Oversees student participation in events run by external providers (e.g.: the Frankston Mornington Peninsula Local Learning and Employment Network (FMPLLEN)).
- Investigates and implements connections with external agencies to establish suitable partnerships with the VCE VM program.
- Maintains membership and attends regular meetings of the Peninsula VCE VM Association (PVAL), to enhance community connections and students' learning outcomes.
- Presents and participates at Information Evenings relating to Applied Learning Senior School Pathways.
- Maintains involvement with the PVET network and the School TAFE Alliance for Regional Training (START) trade training centre partnership.
- Creates student VCE VM enrolment information packages and information sessions in line with the College guidelines.

