

Learning Area Leader (POL 3)

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the later hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Learning and Teaching Leaders

Learning and Teaching Leaders are appointed by the Principal. Learning and Teaching Leaders are first and foremost the managers of their team, providing inspiration, encouragement and assistance to colleagues. They are expected to model and embrace best learning and teaching practice and be conversant with emerging research in pedagogy.

In addition to a teaching load, a Learning and Teaching Leader is responsible for advancing Learning and Teaching practices at Emmaus College, with the aim of maximizing the learning growth of all students in all areas of the educational program. They oversee, promote and develop whole school curriculum.

Teaching and Learning Leadership Team

The Learning Area Leaders report to the Deputy Principal – Learning and Innovation and the Deputy Principal – Teaching and Operations (the Teaching and Learning Leadership Team).

Learning Area Leader Team Structure

At Emmaus College there are nine Learning Area Leader (LAL) positions

- English
- Health and Physical Education
- Humanities
- Languages
- Mathematics
- Religious Education
- Science
- Technology
- The Arts

As members of the Learning and Teaching Team, Learning Area Leaders (LALs) work collaboratively, and independently, under the direction of the Teaching and Learning Leadership Team. Learning Area Leaders are expected to support the vision and goals of the College as a learning community and to be involved in ongoing professional learning.

Supporting Learning Area Leaders

The following staff support the Learning Area Leaders in their role

- The Teaching and Learning Leadership Team
- e-Learning Coordinator
- Gifted and Talented Leader
- Learning Diversity Leader
- Library Learning Centre Leader
- Human Resources Manager

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the curriculum and student welfare goals of the College.

The Position

Learning Area Leaders have overall responsibility for the subjects that fall within their respective Learning Area. Learning Area Leaders model and promote effective team-based practices, utilising their individual skills and talents and providing curriculum leadership with the constant aim of improving the quality of both student and staff learning.

Working closely with their Learning And Teaching Team, Learning Area Leaders ensure the development and implementation of a comprehensive curriculum in line with the requirements of the Victorian Curriculum and Assessment Authority (VCAA), and in the case of Religious Education the requirements of the Archdiocese of Melbourne.

They are responsible for coordinating their team in a fair and equitable manner, including the delegation of tasks, to ensure that the curriculum is documented, up to date, prepared and finalized prior to the start of each semester.

Learning Area Leaders have specific responsibilities in the following areas

Administration including

- managing the Learning Area budget
- attending regular Learning and Teaching Team meetings, as timetabled, and actioning any undertakings of these meetings in a timely manner
- providing, purchasing, and managing resources within the Learning Area

Curriculum including

- developing, as a member of the Learning and Teaching Team, policies, processes, and programs that enhance the quality of learning and teaching across the College curriculum
- developing and coordinating courses of study offered within the Learning Area

- facilitating the ongoing evaluation of existing courses and teaching methods in the context of student needs, school philosophy and current educational practices
- maintaining the curriculum area in Rubicon Atlas
- ensuring online curriculum documents are regularly updated and uploaded to EmmLink for student and parent access
- ensuring the relevant Learning Area page of the College website is up to date
- preparing for and overseeing online reporting for Semester 1 and 2 reports for Years 7-12, and continuous reporting processes
- liaising with the Library Learning Centre to ensure staff and students have access to relevant resources, considering the Learning Area budget
- overseeing the formal examination process for subjects in their Learning area (where relevant)
- organizing displays for, and attending, Open Days, subject information sessions and parent information evenings as calendared
- leading their department in achieving the goal of personal academic excellence for all students

Staff Support including

- forming a cooperative and supportive team with the members of their Learning Area
- engaging in conversations, and consultation, with colleagues about curriculum matters and acting as a conduit for communication between the Learning and Teaching Team and their own Learning Area
- ensuring that staff are informed of developments relevant to their subject areas
- delegating equitably, tasks related to the development and documentation of curriculum
- providing formative feedback to members of their Learning Area through the appraisal process
- acting as the Principal's Nominee in Annual Review Meetings as requested
- providing advice, as requested, regarding teaching allocations and the appointment of new members of staff
- ensuring that documentation of courses is prepared and maintained appropriately
- supporting, challenging, and monitoring staff in the performance of their teaching duties within the relevant subject area/s
- facilitating the professional learning of members of their Learning Area, especially in areas related to the promotion of quality learning and in subject specific areas
- taking part in interviews for new staff as required
- providing advice to the HR Manager, and the Deputy Principal - Teaching and Operations in the appointment of mentors to new staff
- assisting the HR Manager, the Deputy Principal - Teaching and Operations and the relevant mentor with the induction of new staff to school operations and to Learning Area programs and procedures
- providing advice and support to new staff, visiting their classrooms, and assisting them to become familiar with the Learning Area curriculum, delivery of the curriculum and online support to students as required
- liaising with the e-Learning Coordinator ensuring that all new staff have access to and an introduction to school technologies, continuous reporting and other school supports
- encouraging leadership aspirations of staff by rotating the chair and management of meetings

Student Support

- overseeing the framework for student learning
- overseeing student subject selection across Years 7-12 in the relevant Learning Area
- providing relevant information to the student body on subjects and courses
- assisting in the subject selection process by vetting applications for accelerated learning and managing cases where reservations are expressed by subject teachers
- overseeing the subject prerequisite process including collating referrals from teachers, conducting interviews and vetting student applications for subjects
- in conjunction with Careers Staff, and as requested, providing advice and guidance for students regarding their subject selection, keeping foremost in mind the student's future goals and aspirations
- responding, in a timely manner to parent or student enquiries in relation to workload, programs, methods or details in relation to assessment or other issues.

Learning Area Specific Responsibilities

In some instances, specific Learning Area Leaders will have additional responsibilities in the management of support staff, compliance requirements for equipment and specific staff training. These will form part of the

Learning Area Leader duties and responsibilities and will be included in specific Learning Area position descriptions.

Any additional responsibilities, as requested by the Principal or Deputy Principals, shall be determined through consultation and mutual agreement.

Committees, Teams and Meetings

Learning Area Leaders are members of the following committees and teams and as such are required to attend any associated meetings and action the minutes accordingly.

- Learning and Teaching Team
- Learning Area (prepare agenda, chair and minute or record)

Essential Qualifications and Accreditations

- full Registration with the Victorian Institute of Teaching including a current National Criminal Record Check
- relevant tertiary qualifications

Teaching staff are required to hold an Accreditation to Teach in a Catholic School or upon employment to be working towards such accreditation within a five-year period. Professional learning opportunities for this purpose will be provided.

Please note that in accordance with *Ministerial Order No. 1359* both *VIT* Registration and relevant tertiary qualifications must be sighted by the school.

In addition to their teaching qualifications, it is desirable for Learning Area Leaders:

- to hold or be working towards, a graduate or postgraduate qualification in curriculum development or another related area of study within the field of education
- membership of the relevant subject association

Terms and Conditions

This is a POL 3 position with 350 minute release time per week. POL positions are reviewed and re-advertised regularly.

This is a full-time ongoing appointment to Emmaus College. Hours are by negotiation with the Assistant Principal Students. The incumbent may be required to work after and before school hours to cater for student needs.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.