



## Learning Area Leader

### OVERVIEW

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. 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.
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### PRIMARY OBJECTIVE OF THE ROLE

Learning Area Leaders are appointed by the Principal and are directly accountable to the Head of Learning and Teaching (HoLT). With the HoLT they work to oversee curriculum development and documentation and support the effective management and coordination of the Learning Area.



## MAJOR AREAS OF RESPONSIBILITY

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.

## STATEMENT OF DUTIES

The following duties are aligned to the three major areas of responsibility for the Learning Area Leader.

Oversee the curriculum needs of the Learning Area	<ul style="list-style-type: none"><li>• Lead and oversee the implementation of whole-school improvement strategies related to curriculum planning and delivery in the Learning Area.</li><li>• Access and utilise the data that informs the development of the curriculum programs within the Learning Area.</li><li>• Lead teaching teams in the planning, implementation and review of teaching and learning programs according to the school strategic <b>plan's goals and priorities.</b></li><li>• Support teachers in the implementation of curriculum policies and programs.</li></ul>
Effective and Efficient Operation of the Learning Area	<ul style="list-style-type: none"><li>• Facilitate the efficient operation of the Learning Area.</li><li>• Prepare Learning Area budgets.</li><li>• Support the selection of resources for inclusion in Year Level Booklists.</li><li>• Support the Performance and Development Leader with reporting processes each year, ensuring key milestones in timelines are met.</li><li>• Produce course outlines for relevant College publications and review material related to subject selection.</li><li>• Support teachers to produce exams and review these.</li><li>• Approve the organisation of excursions, incursions and professional learning opportunities.</li><li>• Promote the Learning Area in a variety of internal and external forums.</li><li>• Oversee the planning, organisation and running of Learning Area <b>"theme" weeks.</b></li><li>• Support the organisation and running of incursions, excursions and overseas trips.</li><li>• Monitor the safety of the learning and working environments in the Learning Area, ensuring that practices are consistent with College policies <b>paying particular regard to the College's Child Safeguarding Program.</b></li><li>• With the Instructional Leader evaluate and select resources to be used within Learning Areas, and oversee the ordering of</li></ul>



	<p>appropriate resources with the Library Staff.</p> <ul style="list-style-type: none"> <li>• Where applicable, oversee, facilitate and review the work of School Officers in the Learning Area.</li> <li>• Support the Instructional Leaders in ensuring that all Curriculum Documentation is up-to-date and submitted according to timelines each year.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Respond to expressed and perceived needs of Learning Area Teams.</li> <li>• 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.</li> <li>• Work with Learning Area Teams to plan special occasions to highlight and celebrate the learning within their learning areas.</li> <li>• 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.</li> <li>• Contribute to the development, implementation and evaluation of the School Improvement Plan and the Annual Action Plan.</li> </ul>
Other	<p>The Learning Area Leader will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p>RISK AND OCCUPATIONAL HEALTH AND SAFETY</p> <p>The Learning Area Leader will:</p> <ul style="list-style-type: none"> <li>• comply with legislated occupational health and safety practices and participate in consultative processes</li> <li>• observe safe work practices in accordance with training and instruction given</li> <li>• 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.)</li> <li>• promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility.</li> </ul>	
Team Membership	<p>Learning &amp; Teaching Team Learning Area Leaders Team Learning AreaTeam Other teams as required</p>
Background & Qualifications	<p>Be an exemplary teacher Proficiency in the use of technology Appropriate teaching qualifications Accreditation to teach in a Catholic School or Accreditation to teach Religious Education</p>



Other Requirements	Flexibility to vary working hours to fulfil requirements of position
Contract & Conditions	Tenure: 2025-2027 Time Release: Various (see table below) POL Level: POL 2.5 Appraisal: In the second year of the POL appointment Direct Report: Instructional Leader Area of Responsibility: Learning and Teaching Conditions: Entitlements under the Catholic Education Multi-Enterprise Agreement 2022 Dress Code: Professional Business Attire

TIME RELEASE PER CYCLE FOR LEARNING AREAS:

Religious Education	4	Performing Arts	6
English	5	Health & Physical Education	4
Mathematics	5	Science	6
Humanities	7	Languages	6
Visual Arts & Technology	8		

Approved: Principal

Date: June 2024