

## 1. POSITION IDENTIFICATION

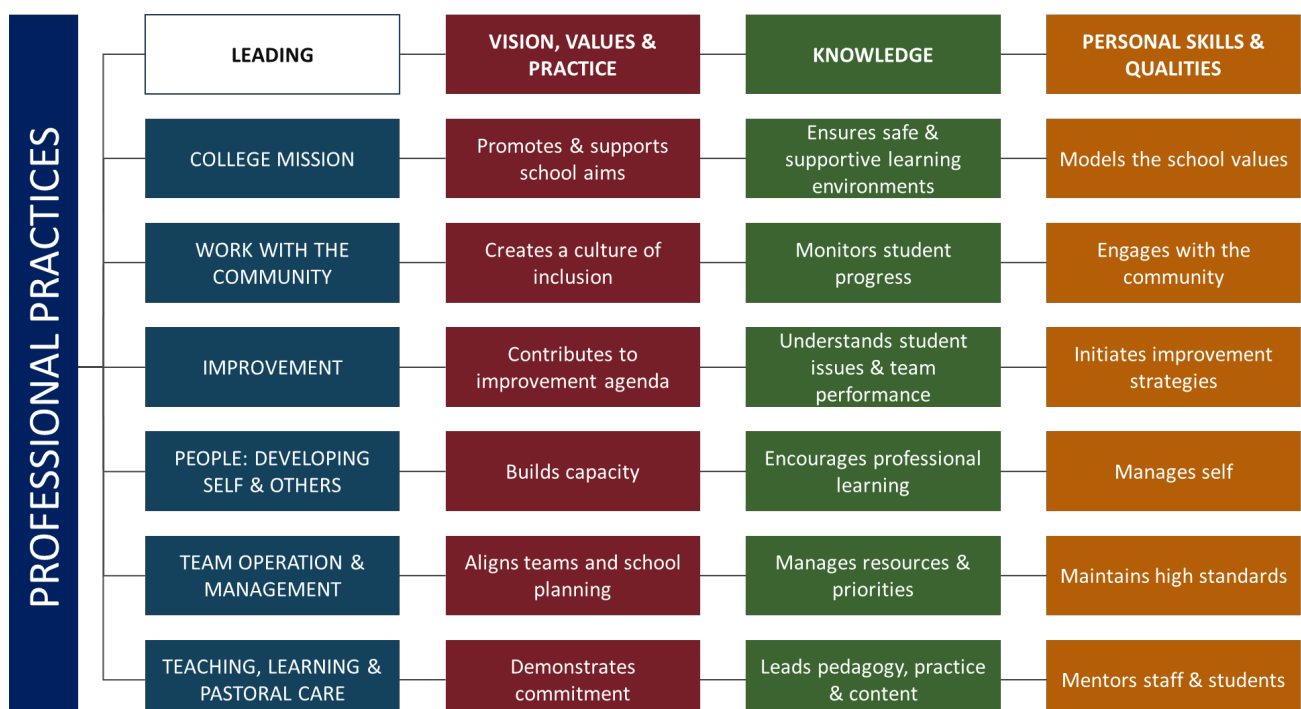
<b>POSITION TITLE</b>	Head of Learning – English
<b>REPORTS TO:</b>	Principal Deputy Principal (Teaching and Learning)
<b>AWARD:</b>	WA Catholic School Teachers Enterprise Agreement 2023 (EA)
<b>REMUNERATION:</b>	<ul style="list-style-type: none"> <li>• Base Teacher Salary</li> <li>• Level 1, Category 2 Promotional Position Allowance</li> <li>• Senior Teacher Allowance (if eligible)</li> </ul>

## 2. THE ROLE

Heads of Learning operate as a team and are responsible for the overall curriculum of the College. They promote the aims of the College through effective management of their learning area. As senior educators and subject specialists, Heads of Learning provide leadership and mentoring by supporting staff and by providing resources in the delivery of curriculum.

## 3. MIDDLE LEADER FRAMEWORK

The Middle Leader Framework captures the network of areas that describe the work of middle leaders. The leadership and management responsibilities of middle leader roles emanate from this framework and are aligned with the AITSL Lead Teacher Standard.



## 4. MIDDLE LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Heads of Learning work primarily in the areas of leading the academic development of students. As middle leaders, they are required to model exemplary standards of pastoral care and to support wellbeing programs in the College.

All middle leaders in the College have the following key leadership and management responsibilities:

### Leading within a learning community

All middle leaders will:

- Promote and support the aims and values of the College and of Catholic education.
- Ensure a safe and supportive learning environment
- Creating a culture of inclusion
- Monitor student academic and pastoral progress
- Engage with the community by providing a range of extra-curricular activities
- Engage with parents to support student learning, wellbeing and development
- Engage with resources within the College to support student learning, wellbeing and development (e.g. Learning Support, Gifted and Talented, College psychologists).

Heads of Learning will:

- Ensure that curriculum is consistent with the values and teachings of the Catholic Church
- Ensure that learning programs are inclusive to reflect the diversity of learners
- Engage with families and the community to help them support their child's learning and development
- Provide extra-curricular learning opportunities for students.

### Leading the improvement and development of self and others

All middle leaders will:

- Contribute to the improvement agenda of the College
- Use contemporary, evidence-based understandings of student development and team performance to lead improvement of students and team members
- Initiate strategies to improve student learning and development
- Build the capacity of staff to support student learning and development
- Encourage and facilitate a range professional learning activities for staff
- Create, implement and review learning and development opportunities that are responsive to the needs of boys.

Heads of Learning will:

- Provide induction to new members of the learning area
- Observe and give feedback to staff on their classroom teaching
- Support teachers to use feedback from students about their practice
- Support teachers to use data to evaluate learning programs
- Effectively manage critical conversations with and between staff
- Remain up-to-date with current trends in pedagogy, innovation and wellbeing.

## Leading and managing team operation and programs

All middle leaders will:

- Ensure effective implementation of programs that support student learning, wellbeing and development
- Manage staff and financial resources and priorities
- Maintain high professional standards among staff and students
- Ensure that innovative, engaging learning, leadership and pastoral opportunities are provided for students
- Provide supervision for teachers to ensure student records are maintained in a timely and accurate manner.

Heads of Learning will:

- Ensure that innovative, engaging learning opportunities are provided for students
- Ensure learning programs comply with SCSA guidelines and policies and are made available to students and families online
- Scope and sequence learning area programs from Year 7-12
- Ensure that assessment of student learning conforms to SCSA assessment principles.

## 5. SPECIFIC DUTIES

All Heads of Learning have the following duties specific to their role:

- Visit classes regularly and observe lessons of teachers both formally and informally.
- Conduct reviews of staff (e.g. new staff appraisals, performance appraisals etc.)
- Support teacher engagement in the Teacher Development Program.
- Facilitate activities for teacher collaboration, course planning and assessment consensus.
- Facilitate effective department meetings and ensuring that appropriate minutes meetings are recorded, copies are circulated to the relevant staff and stored appropriately
- Ensure that staff know, understand and act upon learning adjustments for students.
- Monitor and take action to ensure appropriate homework is set in accordance with College policy.
- Monitor and take relevant action to ensure that marks books and the marks portal to parents are maintained and accurate.
- Monitor and take relevant action to ensure that course materials are current and made available on the Online Classroom and other relevant portals.
- Review reports to ensure effective feedback is given to families.
- Ensure that school exams are written, checked and set up in a timely and professional manner.
- Ensure that deadlines are met for booklists, budgets, reporting etc.
- Active engagement with learning area networks outside the College.
- Ensure that planned excursions comply with College policies and procedures.
- Attend parent evenings and other after-school events in the College.
- Other duties as directed by the Principal.

The Head of Learning for **English** has the following duties specific to the learning area:

- Provide opportunities to connect with authors and creators through events such as Literature Festival.
- Coordinate and promote co-curricular activities related to the department and subject.

## 6. KEY RELATIONSHIPS

As Head of Learning for **English**, you will have the following key relationships:

- Reports to Deputy Principal (Teaching & Learning)
- Works with College Leadership Team
- Member of Academic Leadership Team
- Works with and supports Heads of Year
- Works with Learning Support and Gifted & Talented Coordinator.

## 7. PROMOTIONAL REVIEW STRUCTURE

As a Head of Learning, you will be invited to participate in a promotional review in your second year. Subsequent promotional reviews will be typically conducted every four years after the initial review. The timing of such reviews may vary at the discretion of the Principal. The Leadership Review and Growth Plan aims to provide opportunities for leaders to reflect on the effectiveness of their leadership skills, provide opportunities for leaders to reflect upon the attainment of key responsibilities as outlined in the role description and identify future professional growth opportunities and key focus areas for improvement.

## 8. SELECTION CRITERIA

Heads of Learning shall:

- be committed to the teachings and values of the Catholic Church
- have excellent interpersonal skills
- articulate a clear understanding of leadership
- demonstrate effective strategies for managing staff
- demonstrate a clear vision for the development of their learning area in the College
- be experienced teachers with outstanding classroom teaching skills
- demonstrate a high level of skill in the integration of ICT in their teaching and learning
- demonstrate a commitment to professional learning, in particular to the College's Teacher Development program
- demonstrate how they are able to manage competing priorities
- understand how leadership teams are able to improve the College
- have a current TRBWA registration number
- have a current Working with Children Check.

\*Updated September 2024

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