



# ROLE DESCRIPTION

## Head of Learning English

### 1. POSITION IDENTIFICATION

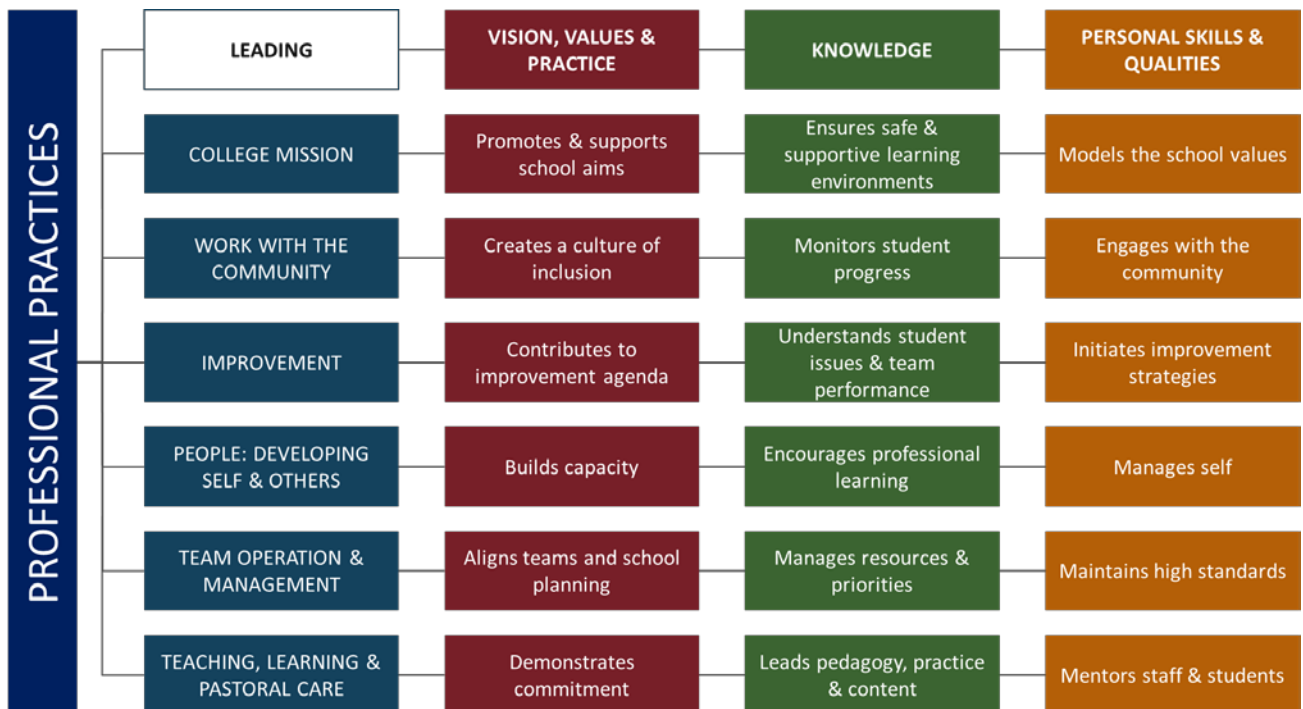
- POSITION TITLE** Head of Learning - English
- REPORTS TO:** Principal  
Deputy Principal (Teaching and Learning)
- AWARD:** Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Teachers' Enterprise Bargaining Agreement 2015
- Base Teacher Salary
  - Level 1, Category 2 Promotional Position Allowance
  - Senior Teacher Allowance (if eligible)

### 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 all middle leaders within. 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**

While 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.
- Ensuring a safe and supportive learning environment
- Creating a culture of inclusion
- Monitoring student progress
- Engaging with the community by providing a range of extra-curricular activities within the learning area
- Engaging with other resources within the College to support student learning (e.g. Learning Support, Gifted and Talented)

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 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 others 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 and development
- Manage staff and financial resources and priorities
- Maintain high professional standards among staff and students
- Ensure that innovative, engaging learning opportunities are provided for students

Heads of Learning will:

- 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
- Provide supervision for teachers to ensure student records are maintained in a timely and accurate manner
- 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 and 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 or their delegate.

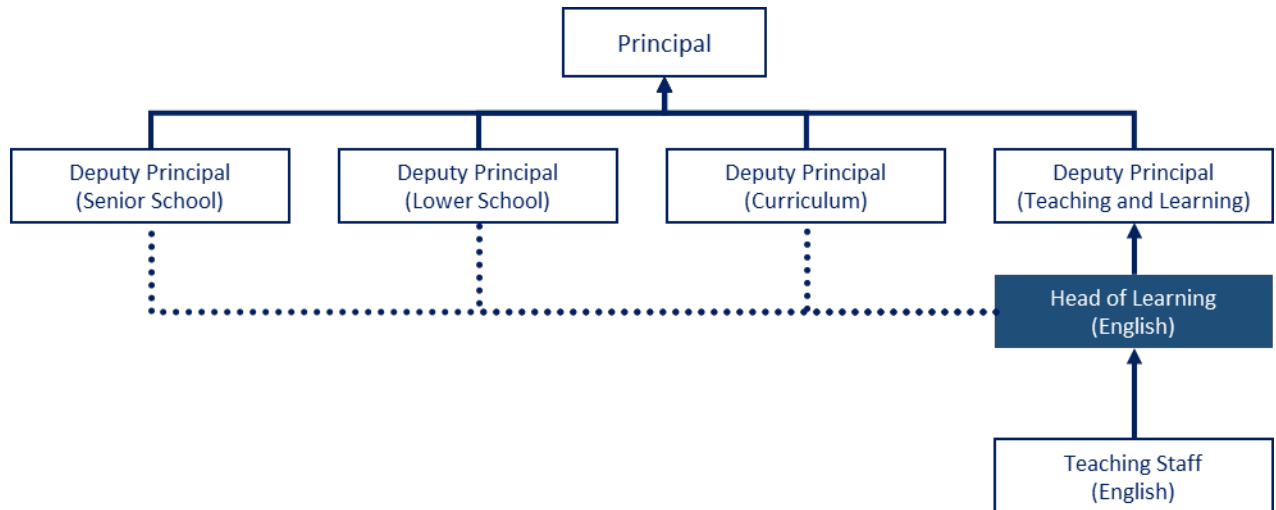
The Head of Learning for English has the following duties specific to the learning area:

- Coordinate Literature Festival or similar event.
- Lead Languages Other Than English.
- Work with Deputy Principal (Teaching and Learning) and Education Support Coordinator to provide literacy support to students.

## 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. SELECTION CRITERIA

Heads of Learning shall:

- be committed to the teachings and values of the Catholic Church
- 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 Develop 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 Card