

Position Description

HEAD OF LEARNING

Title	Head of Learning
Classification	Position of Leadership – Level 3
Time Release	7.2 Periods Per Cycle
Key Relationships	Principal, Deputy Principal Learning & Teaching, Director of Curriculum & Pedagogy, Members of the Leadership Team, Learning & Teaching Committee, Teachers and staff of MacKillop College, Staff from Catholic Education Tasmania
Tenure	3-year Appointment
Is Responsible To	Reporting directly to the Director of Curriculum & Pedagogy

Role Accountability

The position of Head of Learning is responsible to the Director of Curriculum & Pedagogy for the quality of teaching and learning within their specific learning area in a manner consistent with the mission, vision, values and policies of MacKillop Catholic College.

The Head of Learning reports directly to the Director of Curriculum & Pedagogy but has the authority to complete all tasks within the scope of this position description.

CET Requirements

As an employee in Catholic Education Tasmania:

- You must uphold Catholic belief and practice in all the Employee's activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Tasmanian Catholic Education Commission's Child Safe Organisation policy.

Key Result Areas

LEADING TEACHING AND LEARNING

- Responsibility for the development, management and updating of the scope and sequence and curriculum documents.
- To work with the Director of Curriculum & Pedagogy and Deputy Principal - Learning & Teaching in accordance with College policy to establish clear goals in curriculum planning and review, and a sequential and flexible work program designed to meet the full range of student ability and need.
- To work with the Deputy Principal - Learning & Teaching and the Director of Curriculum & Pedagogy to encourage the development of a range of teaching strategies that will successfully challenge and motivate students and create an industrious learning environment.
- Provide hands-on practical support and leadership in respect of the requirements of the Australian Curriculum and TASC courses for the learning area.
- Responsibility for ensuring consistency, and holding teachers accountable, in assessment, feedback and reporting including, but not limited to, the setting out of student work, the calendar for due work, and the development and distribution of tests, common assessment tasks and exams.
- Planning and coordination of moderation and TASC quality assurance processes.
- Function as an effective member of the Learning & Teaching Committee at all meetings.
- To develop, approve and review teaching and learning programs and related resources and booklists.
- To oversee the awarding of Academic and Endeavour Awards at the end of the year.
- To appropriately organise and maintain learning area equipment and resources.
- Work in collaboration with allocated teachers in planning and resourcing curriculum and units of work designed to extend students.

DEVELOPING SELF AND OTHERS

- Coordinating and leading meetings during allocated learning area meeting time.
- To effectively administer departmental information, distributing to staff and prioritising as appropriate.
- To conduct meetings with the Deputy Principal Learning & Teaching towards the compilation of staffing recommendations for the next school year.
- Working with individual teachers to assist with differentiating and adjusting classroom curriculum and pedagogy in order to engage students who may find subjects challenging.
- Liaise with the Deputy Principal Learning & Teaching to coordinate the supervision for University students' teaching placements within the learning area.
- Mentoring all staff members within the learning area, including constructive feedback in order to effect positive change in work practices.

LEADING IMPROVEMENT, INNOVATION AND CHANGE

- To inform, assist, supervise, observe, counsel and challenge teachers with content, method and technique, especially new and beginning teachers, leading by example and encouraging the development of collegial observation and supervision.
- Assisting teachers in analysis of data (e.g. NAPLAN, AGAT, PAT), identification of strengths and gaps in student learning and strategies for the re-teaching of key concepts where knowledge and skill deficiencies exist.
- Working with the Digital Learning Coordinator, to integrate and implement the use of digital technology in the classroom and making explicit inclusion of these practices in curriculum documents and scope and sequences.
- Develop and implement curriculum content and practices that aid the improvement of student achievement
- Facilitating the involvement of students in internal and external competitions related to the learning area.
- To oversee and approve excursions, speakers and the organisation of competitions that come within the ambit of the learning area.
- To encourage and actively promote relevant and balanced Professional Development of staff.
- Produce a set of annual goals for the learning area with acknowledgement and reference to the College's Strategic Directions for learning and teaching.

LEADING IN THE MANAGEMENT OF THE LEARNING AREA

- Assist in the management of positive learning environments in the learning area.
- To prepare an annual budget and control expenditure within the learning area while being aware of the needs of all within the learning area.
- Support teachers with behavioural management in the first instance and when the behaviour is isolated to a particular class.
- Ensure a positive safety culture in the learning area through compliance with the College's WHS policies, safe work procedures, instructions and rules, particularly regarding the correct and safe use of equipment and teaching practices.
- Overseeing the preparation and implementation of examinations, assessments and reporting for the learning area.
- Develop and maintain required aspects of the College's learning management system.
- Be available to personally work with and respond to the needs of staff and students, on campus, from 8.15am until at least 3.10pm on each working day.
- Any other duties, as determined by the Principal.

ENGAGING AND WORKING WITH THE COMMUNITY

- Communicate items and news of interest within the learning area to students, staff and parents.
- Coordinate curriculum information for dissemination in subject handbook and College Yearbook.
- Support teachers in providing advice to students regarding the most relevant and appropriate subject choices within the learning area for each student.
- Model best practice in ways to facilitate positive relationships and connections in classroom environments, intra-staff interactions and the broader community.

- Assist in building a shared understanding of the importance of relationships to the holistic learning outcomes of students and lead/participate in important well-being activities.

Personal Capabilities

- Demonstrated understanding and implementation of the Mission of MacKillop Catholic College as a Catholic school community.
- Demonstrated excellence as a teacher, particularly within the specific learning area.
- Thorough understanding and intimate knowledge of Australian Curriculum.
- Demonstrated leadership experience in curriculum development, including assessment and reporting, and the learning needs of students.
- Demonstrated ability to lead, mentor, guide and motivate others.
- Demonstrated commitment to life-long learning and professional development.
- Demonstrated ability to communicate effectively with students, staff and parents.
- Excellent time management and organisational abilities.
- Demonstrated ability to be successful in a demanding and multi-faceted role.

Evidentiary Requirements

Essential:

- Registration with the Tasmanian Teachers Registration Board and a relevant tertiary qualification
- Appropriate Tasmanian Catholic Education Commission Accreditation for a Level 3 position of leadership or significant and ongoing progress towards.
- Valid Working with Vulnerable People Registration

Desirable:

- Graduate Certificate or Masters in Educational Leadership.
- Full Registration with the Tasmanian Teachers Registration Board.
- Current first aid qualification.

Environmental Conditions and Physical Demands

The Head of Learning is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy.

The Head of Learning uses a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.