



## Job description – Head of Learning Area

**Reports to:** Head of Secondary

### Key Responsibilities and tasks:

#### Leadership of Teaching and Learning

The Head of Learning Area is responsible for:

- Motivating teachers to strive for continual improvement
- Developing and reviewing relevant, high quality course outlines, programs, assessments and student resources
- Refreshing assessments annually to maintain validity
- Monitoring weekly SEQTA program entries to ensure they are current and useful for students and parents
- Monitoring SEQTA marksbooks to ensure they are complete and valid
- Ensuring high standards of assessment and reporting are maintained
- Leading and monitoring the process of setting grade boundaries and department moderation processes
- Providing regular feedback for students, to assist their learning
- Mentoring teaching staff as they maintain effective communication with parents
- Being present and available to assist teaching staff with behaviour management strategies
- Creating and maintaining an up to date, central repository of resources to which all teachers contribute
- Meeting the necessary requirements of relevant regulatory bodies
- Working to support and assist Primary School staff in the learning area as requested
- Mentoring teachers to ensure learning is appropriately differentiated for students in all classes
- Monitoring student progress and analysing results to ensure that their learning needs are being met
- Liaising with teachers on personal leave to ensure that set work is appropriate and sufficient

#### Leadership of Learning Area Staff

The Head of Learning Area is responsible for:

- Implementing and supporting the Learning Area Policy and Staff Agreement to ensure consistency
- Working collaboratively with staff to create a climate of teamwork and trust in which new ideas can be articulated, debated and implemented
- Acknowledging staff needs and responding to them with professionalism
- Undertaking relevant professional learning and reading to support their leadership of staff
- Motivating staff to actively engage in relevant professional learning

- Facilitating effective fortnightly Learning Area meetings which encourage staff collaboration
- Promptly distributing concise and accurate minutes to staff including the Head of Secondary
- Providing regular, effective and timely feedback to staff to support their professional growth
- Ensuring the annual appraisal process for teachers in their Learning Area is a valuable and credible process
- Arranging appropriate lesson observation and feedback, discussion and goal setting
- Following up on annual appraisal goals on a termly basis, to assess progress and provide feedback
- Encouraging collaboration with other learning areas, based on mutual respect and collective efficacy
- Inducting and supporting members of staff new to the School
- Developing links with relevant tertiary institutions and industry including providing opportunities for students to be exposed to subject-related careers information.
- Modelling their commitment to the School's purpose and values
- Working with the Head of Secondary to create appropriate staff timetables

### Promoting the Learning Area

The Head of Learning Area is responsible for:

- Modelling innovative teaching and learning pedagogy and student engagement
- Promoting the learning area throughout the School, leveraging opportunities and facilitating innovative ideas
- Preparing and monitoring budget expenditure to meet student needs and learning priorities
- Engaging with external specialists to enhance student experience in the relevant subject area
- Organising and overseeing special events and competitions to enhance student engagement
- Liaising with Communications to share key experiences and events with the community (including the yearbook)
- Modelling professional reporting on individual student progress
- Proactively working as part of the Academic Council team
- Being actively involved in recruitment of staff at all stages (advertising, interviewing, reference checking)

### Required Competencies and Skills

Heads of Learning Area are required to:

- Demonstrate genuine commitment to the purpose and values of Carmel School
- Teach timetabled classes as allocated by the Head of Secondary
- Support the Jewish ethos and vision of the School
- Embrace the School's open and inclusive culture
- Have an excellent working knowledge and understanding of current curriculum requirements and subject content
- Have a thorough understanding of program requirements and curriculum planning for Year 7 to 12 students

- Understand and implement strategies to assist the learning of students with diverse learning needs
- Demonstrate a comprehensive understanding of current educational issues
- Possess excellent communication and interpersonal skills including team building and mentoring
- Demonstrate excellent classroom pedagogy and current practice in their field of expertise
- Show a passion for their subject area
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards
- Have a comprehensive understanding of 'Duty of Care'
- Place a high value on child protection, safety and wellbeing
- Have a detailed knowledge and understanding of Carmel School's Child Protection Policy
- Be responsible and accountable for continuing staff compliance with Carmel School's Child Protection Policy

### Essential requirements

Heads of Learning Area will:

- Hold a relevant and appropriate teaching qualification
- Have previous experience as a teacher of their subject area
- Have the right to work in Australia
- Hold a current TRBWA registration and Working with Children Check

This role description forms the framework for a professional annual performance appraisal. Carmel School reserves the right to modify this role description, from time to time, to meet the operational needs of the School.