



## **Mater Dei College Duty Statement HEAD OF LEARNING AREA**

### **INTRODUCTION TO THE COLLEGE**

Mater Dei College, Edgewater, is a Catholic Co-educational Secondary College established in 1993 to serve communities in the northern suburbs.

The College offers a supportive and enriching educational environment for students in Years 7-12, based on the pillars of Faith, Community, Service and Learning. As well as the traditional core areas, the College offers an extensive curriculum, particularly in performing and creative arts, sports, design and technology, languages and learning technologies.

Mater Dei College is well resourced with contemporary facilities to enhance the emerging trends in education and to facilitate effective learning. With a strong focus on pastoral care, at Mater Dei College we continue always to strive for a culture of personal excellence based upon high expectations.

Throughout its' near on 25-year history, Mater Dei College has enjoyed an excellent reputation for quality Catholic secondary education forged on strong pastoral care and individual attention given to its students.

At present Mater Dei College is experiencing an exciting period of change with a new Principal appointed at the commencement in July 2017 who has a particular focus on improved educational outcomes for the students.

### **HEAD OF LEARNING AREA**

Heads of Learning Area are responsible for the teaching and learning program within their area. As a member of the College Leadership Team they work closely with the Executive Leadership in relation to curriculum planning, decision making and mentoring responsibilities.

### **GENERAL RESPONSIBILITIES**

This position will demonstrate a high level of professionalism and leadership within the College whilst supporting the Catholic ethos. The Head of Learning Area will be a passionate leader with excellent knowledge of educational principles and current trends within their area of expertise.



## **SPECIFIC RESPONSIBILITIES AND DUTIES**

### **Teaching and Learning**

- Oversee the development of the curriculum in their area including programs and course structures
- Responsibility for documentation relating to programs and assessments within the Learning Area
- Plan and implement teaching and learning programs to accommodate diverse learning needs of students
- Development of the area of curriculum in liaison with the Vice Principal including the assessment of student needs, resources and staffing requirements
- Policy development relating to their subject area and input into College policies and procedures
- Monitor assessment and reporting within the curriculum area
- Oversee the work of teachers within the learning area to ensure quality programs and assessment structures

### **Pastoral Care**

- Demonstrate a high level of pastoral care towards students whilst striving for academic excellence
- Provide a supportive and nurturing environment whilst supporting the Catholic ethos of the College
- Liaise with Year Coordinators, Wellbeing Service, Deputy Principals and Vice Principal in regard to concerns with students
- Participate and support house activities
- Assist and promote co-curricular activities within the College and attend school functions and events as required

### **Staff Development**

- Induction of new staff within the Learning Area
- Assist teachers within the Learning Area with teaching strategies including behaviour management skills
- Mentor and support the professional growth of all teachers within the Learning Area
- Involvement in staff appraisals for teachers within the Learning Area

### **Administration**

- Recommendations made for pre-requisites for admission to courses
- Recommendations made for subject awards in consultation with teachers
- Assistance provided to the Vice Principal in regard to timetable and staffing requirements for the Learning Area including selection, appointment and appraisal of staff when required
- Recommendations made for placement of students in class groups for the Learning Area
- Relevant meetings are attended by the Head of Learning Area
- Learning Area meetings are held and attended by members of the team
- Development of the Learning Area budget and appropriate monitoring of resources within the area of curriculum
- Supervision of non-teaching staff within the Learning Area
- Liaise with the Public Relations and Marketing Officer in promoting the Learning Area to the wider community
- Other duties as required in consultation with the Principal

This position has a teaching load of 19 periods and has a promotional position allowance of Category 2, Level 1.

(This position begins on 1 January, 2018 for a period of 8 years with a review at the end of the third and sixth year. In addition, an initial review will occur in consultation with the Principal at the conclusion of the first year of appointment. Employment conditions may be reviewed at the end of each contract period)