



# Caroline Chisholm Catholic College

Position Description – Head of Learning: English, Health & PE, Humanities, Mathematics, Science, Design & Technologies, Visual Arts, Performing Arts, Languages

**POSITION CLASSIFICATION:**

**Teacher: Position of Leadership Level 3**

**REPORTS TO:**

**Deputy Principal (Learning and Teaching)**

The Head of Learning is responsible for strategic and instructional leadership and management of the staff within their learning area. This leader plays a key role in supporting subject teachers, and fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the area of learning. In essence this person is a leader in learning excellence.

A leader appointed to this position will work closely with the Director of Curriculum, Deputy Principal (Learning and Teaching) and other Heads of Learning to develop and implement learning and teaching programmes and policies and its established policies and procedures. The Catholic values of the College must always be at the forefront of planning, leading within the learning area.

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**Duties:**

**Strategic Leadership:**

- Develop a vision and goals for advancement of the Learning area, in consultation with the Director of Curriculum and the Deputy Principal (Learning and Teaching) and lead others in achieving these goals
- Engage in the use of student reference data to discuss the College and learning area programmes, their impact on student learning and methods of improving student learning outcomes
- Promote a team culture with a focus on quality teaching and learning.

**Learning and Teaching:**

- Work collaboratively with the Director of Curriculum in the implementation of curriculum review and mapping processes, including the prioritisation and monitoring of course development work and allocation of course convenors
  - Oversee the work of course convenors, learning teams and teachers in their specific area, including VET and VCE-VM
  - Oversee the development of course outlines, assessment tools and Course Guide content by course convenors and subject teachers
  - Oversee the effective use of Compass as a learning and assessment and tool for communication
  - Work in cooperation with subject teachers regarding overseeing co-curricular activities related to the Learning Area
  - Oversee teacher recommendations for student academic awards
  - Look for opportunity to encourage and acknowledge student academic success
  - Contribute to transition activities such as student assemblies and Parent Information Nights
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- Communicate with staff on issues and concerns about individual student progress and assist in the development of interventions to promote student success
  - Collaborate with the Head of Library and the Deputy Principal (Learning and Teaching) to include some contemporary learning resources and contribute to the college resources booklists
  - Contribute to planning and employment of staff for the Learning area in consultation with the Principal
  - Oversees the duties and work of the Technician(s)/Assistant(s) if applicable to Learning Area
  - Be an active member of the Learning and Teaching Team
  - Work collaboratively with subject teachers and the Learning Diversity Leader to ensure that all students are catered for in learning area programmes.

#### **Curriculum Development:**

- Lead the development of innovative and engaging curriculum that aligns with the college's pedagogical framework
- Collaborate with subject matter experts, educators, and stakeholders to ensure curriculum relevance and effectiveness
- Stay abreast of the latest educational trends, advancements, and best practices to inform curriculum updates and improvements.
- Lead professional learning and training sessions for educators to build their capacity for delivering innovative and captivating lessons.
- Foster a collaborative learning culture among the teaching staff to share ideas and best practices.
- Analyse data from various sources to identify areas for improvement and refine the curriculum accordingly.

#### **Working with Underperforming Staff:**

- Engage in open and honest discussions to understand the underlying factors contributing to identified performance issues with teachers in their area of learning.
- Develop individualised improvement plans in collaboration with the Director of Professional and Deputy Principal Learning and Teaching for underperforming staff, outlining specific objectives, timelines, and necessary resources.
- Provide continuous support, mentoring, and coaching to underperforming staff to help them build their teaching skills and confidence.
- Offer constructive feedback and actionable suggestions for improvement, fostering a positive and growth-oriented mindset.

#### **Other responsibilities specific to Learning Areas include:**

##### **Languages:**

- Liaise with the Director of International Programmes regarding various Language Study Tours
- Maintain Learning Area spaces and resources

##### **Visual Arts:**

- Work in collaboration with teachers regarding the Visual Arts display and Imagine Exhibition
- Contribute to the Art Acquisition project.

##### **Professional Learning:**

- Make recommendations to the Director of Professional Learning for appropriate opportunities in relation to the College-based PL days, and for individual staff, considering the College and Learning Area Strategic Plans
  - Work in cooperation with Director of Professional Learning to support and build coaching culture with a goal of improving classroom practice and their professional development
  - Work in cooperation with Director of Professional Learning to actively guide and lead Professional Learning Teams focused on improving student outcomes
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**College Culture:**

- Participates in the College planning and policy development and responds to their own professional needs
- Maintains effective relationships with staff through cooperation with and supporting colleagues
- Works positively with parents and families to encourage learning in a safe environment
- Presents a professional manner in appearance, communication and behaviour
- Fulfils all conditions of employment, including punctuality of duties, administration tasks, meetings
- Attends and supports the College activities such as Open Day, Information Nights, Performances, Camps and staff professional learning or conferences, as required. From time to time these may occur outside normal working hours.

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**Other duties as directed by the Principal**

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**Selection Criteria**

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- Strives to be a leader in Learning Excellence and has a vision for the role with the ability to reflect on one's leadership performance and style
- An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
- The capacity to work flexibly and creatively within a collaborative decision-making structure
- Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
- A sound grasp of current educational thought and practice specifically in the context of the role
- Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
- Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
- Holds a current registration with the Victorian Institute of Teaching
- Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment

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**Terms & Conditions**

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Terms & Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

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**Caroline Chisholm Catholic College is a Child Safe School.**

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