



Caroline Chisholm Catholic College

Position Description – Head of Learning: Religious Education

POSITION CLASSIFICATION:

Teacher: Position of Leadership Level 3

REPORTS TO:

Deputy Principal (Faith and Mission)

Deputy Principal (Learning & Teaching)

The Head of Learning (Religious Education) is dually responsible to the Deputy Principal Learning and Teaching and Director of Deputy Principal Faith and Mission for the leadership of the learning area, consistent with the Mission Statement of the College and its established policies and procedures. The Head of Learning will support subject teachers, fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the area of learning. The Catholic values of the College must always be at the forefront of planning, leading within the learning area.

Duties:

Faith & Mission:

- Work in cooperation with the Deputy Principal Faith and Mission regarding oversight of co-curricular activities related to the Learning Area
- Support the Faith and Mission team in the development and implementation of Reflection Days related to curriculum outcomes.
- Promote the incorporation of Religious Education perspectives throughout all areas of curriculum across the College
- Oversee implementation of application of MACS's Horizon of Hope, Pedagogy of Encounter and religious disciplines
- Nurture the pedagogical and content knowledge of teachers to provide engaging Religious Education to all students.
- Maintain an up to date understanding of MACS curriculum and pedagogical guidance, including relevant Church documents on topics pertinent to Religious Education.
- Liaise with the Deputy Principal Faith and Mission to ensure all Religious Education teaching staff work towards their accreditation.
- Liaise with the Deputy Principal Faith and Mission to ensure all Religious Education curriculum documents accurately reflect MACS curriculum and pedagogical expectations.

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
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- 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
- 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.
- Promote the teaching of Religious Education throughout all areas of curriculum across the College

Oversee implementation of application of MACS's Horizon of Hope, Pedagogy of Encounter and religious disciplines

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 duties as directed by the Principal

Selection Criteria

- Strives to be a leader in Learning Excellence and a vision for the role with the ability to reflect on one's leadership performance and style
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- 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
 - Accreditation to teach Religious Education in a Catholic School
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Terms & Conditions

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

Caroline Chisholm Catholic College is a Child Safe School.
