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<b>POSITION TITLE:</b>	Head of Learning
<b>DATED:</b>	October 2017
<b>REPORTS TO/Manager:</b>	Director of Academic Development
<b>Prepared by:</b>	Head of Human Resources

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### POSITION PURPOSE

The Head of Learning is a challenging and responsible position that ensures teaching and learning of the learning area is consistent across all years within the College. Excellent subject and pedagogical knowledge are essential, as well as strong organisational and interpersonal skills.

The Head of Learning is expected to liaise with the Director of Academic Development, the Director of Teacher Professional Learning and other relevant staff.

The Head of Learning is expected to respond to queries from parents and students, oversee all faculty reports and exams and order additions to the faculty professional library. Most importantly, a love of teaching their subject and a desire to support all learners will be paramount.

### THE ROLE OF HEAD OF LEARNING AT ST LEONARD'S COLLEGE

Heads of Learning are part of the curriculum leadership team at St Leonard's College, which is responsible to the Principal, through the Director of Academic Development for leadership in:

- supporting the Mission, Vision and Values of the College;
- continuing to develop exemplary teaching and learning strategies within the faculty;
- actively support the College Teaching and Learning Policy;
- monitoring and developing curriculum initiatives;
- enhancing the use of ICT within the faculty;
- the synergy, morale and effective functioning of the various elements that make up the faculty;
- excellent communication at both the intra and inter faculty level;
- the cohesion within the faculty between the different sections of the College;
- promoting the College and the profession by contributing to the educational debate outside of the College.

### Heads of Learning are required to manage their faculty by:

- taking responsibility, in collaboration with their staff for the preparation of course documentation for the faculty using the Understanding by Design framework for years 5 - 10, and upload these to STL Link;
- planning a scope and sequence of learning activities across years 5 - 12, including appropriate assessment strategies;
- coordinating the continuous report writing process by monitoring the feedback of their staff;
- overseeing the faculty site on the College's content management system (STL Link), including resources, course documentation for IB DP and VCE, assessment timelines and faculty news;
- holding regular minuted meetings of the faculty and ensuring that sub-faculty meetings are also held;
- assisting in planning the organisational structure of the faculty and in the selection, interview and induction of new staff;
- monitoring classroom practices within the faculty by regularly participating in classroom observation with all members of the faculty;
- taking part in the College leadership appraisal process;

- contributing to the appropriate appraisal processes and implementation of any measures to support staff within their faculty;
- taking responsibility for faculty allotments;
- encouraging members of the faculty in their professional growth by disseminating information on courses, discussing reports of professional learning activities attended by faculty colleagues, etc.;
- ensuring faculty resources for student learning i.e. textbook or apps, are appropriate;
- preparing and administering the faculty budget;
- encouraging participation by students in competitions that enhance learning;

Any other tasks deemed appropriate in the role.

## **KEY PERFORMANCE INDICATORS**

### **Academic Leadership**

Heads of Learning are expected to provide academic leadership to their teams as they continue to develop world's best practice in curriculum delivery. This will include but is not limited to:

- Provision of academic material to develop the professional learning and subject expertise of faculty members;
- Leading the implementation of cultures of thinking and facilitating a cultural shift in the way curriculum is delivered;
- Heads of Learning will be asked to include Faculty Meeting Agendas and supplementary reading material in their tri annual review document.

### **Professional Learning**

Heads of Learning will be active members of various professional learning programs including various Leadership Forums, teaching and learning forums and seminars. In addition Heads of Learning are expected to support the Triad work of their faculty members and keep abreast of the impact that the work of Triads is having on the practice of their staff.

### **Use of Data**

Heads of Learning are expected to actively engage in the analysis of student data to inform best teaching practice and classroom differentiation. This will include an annual review of IB and VCE results, NAPLAN results and other internal testing data. Heads of Learning will be asked to report on how each team is using data to inform their curriculum delivery. Specific strategies to improve results based on data analysis should be reported as part of the tri annual review.

### **Staff Observations**

Over the course of each semester Heads of Learning are expected to observe each members of their teaching staff at least twice. Particular attention should be given to early career teachers, teachers new to the College and teachers where concern about performance has been expressed. These observations should be reported as part of the tri annual review report. Based on these observations Heads of Learning should identify 2-3 staff each semester who will be asked to administer a Raising Student Voice survey with their classes. The results of these surveys will be collated by the Academic Executive Administrator and forwarded to the staff member and Head of Learning to form part of their reflection on practice.

## **St Leonard's Curriculum Scope and Sequence**

From 2017 St Leonard's College is working towards the development of a Curriculum Scope and Sequence from years 5-10. Heads of Learning will continue to ensure that the curriculum at each year level builds on a set of core subject skills and concepts and allows for appropriate differentiation. Heads of Learning are expected to be informed but not limited by the Australian Curriculum and draw on World's Best Practice Curriculum to inform their curriculum.

## **POSITION STATUS**

The Head of Learning position is a tenured position for three years.

Depending on the learning area the position attracts a number of monetary responsibility points and an appropriate teaching load. These are set out in the individual contract.

For information on a particular Head of Learning position status please contact human resources.

At the conclusion of the first tenured period, the College reserves the right to readvertise the role. At the end of any further tenure the College will advertise the role.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive.
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
  - Accountability – we do our work with honesty, integrity and enthusiasm.
  - Performance – we perform to the best of our ability.
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.