



Position Title:	Head of Learning - Humanities
Dated:	August 2021
Reports to:	Director of Academic Development
Prepared by:	Head of Human Resources

Position Purpose

This position of responsibility is a challenging and rewarding 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 Academic Executive 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.

Position Status

This is a full-time position, commencing at the start of the 2022 school year, Monday 24 January, the new staff induction day.

The Humanities faculty includes the individual subjects of History, Geography, Philosophy, Global Politics, Outdoor and Environmental Studies and Head, Heart and Soul.

Experience in teaching History in Victorian Certificate of Education (VCE) or International Baccalaureate Diploma Programme (IBDP) would be an advantage.

While the teaching component of this role is permanent, the Head of Learning position is a tenured position for up to three years.

The position attracts several monetary responsibility points and an appropriate teaching load. These are set out in the individual contract.

At the conclusion of the tenured period, the College reserves the right to readvertise the role.

The Role of Head of Learning

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
- promoting the specific Learning subject area(s) through information nights and other sessions with parents and students.
- 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
- continue to lead and support curriculum initiatives including Concept-Based Curriculum development and Cultures Of Thinking
- 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 and ensure staff are actively using data analytics tools including TrackOne. 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 member 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

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 design.

Overview of Teaching at The College

All faculties consist of dedicated teams of professionals who promote individual growth in the academic understanding of their students. They work closely in teams to develop differentiated programs that provide support and extension where needed. A typical lesson will provide inspiration, rigour, and stimulate curiosity and critical thinking. St Leonard's College has a culture of academic excellence which is driven by its motivated staff and supported by students' involvement in other opportunities to supplement and extend their learning beyond the classroom.

The successful applicant will be passionate about teaching and learning and be able to inspire their students. They will know the current research on best pedagogical practices and be able to work in a team, share resources and ideas, and be able to communicate clearly with students and their parents. They will promote a growth mindset and focus on each student's learning pathway, having strategies to determine their entry level and assess what each student needs to do in order to display growth in the student's learning. They will be competent users of technology to support their organisational and pedagogical practices.

Teachers are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

Other Functions & Responsibilities of a Teacher

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich, and innovative lessons
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Employing a variety of effective teaching strategies to effectively implement the curriculum
- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice
- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally
- Being thoroughly versed in the policies of the College and abide by the policy directives
- Supporting Pastoral staff in ensuring that the expectations of student behaviour and dress are met
- Engaging with students in a variety of activities outside the classroom, including House and cocurricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes
- the maintenance of effective assessment recording and reporting strategies
- the integration of ICT into teaching and learning in the classroom
- meeting all curriculum and assessment requirements
- engaging in cocurricular and pastoral programs of the College.

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 staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) 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.

Child Protection and Safety 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.