



# Emmanuel Catholic College

## Duty Statement

### **Middle Management Position Head of Learning Area**

Heads of Learning Area carry the **general responsibility for the teaching and learning program within their area**. They are members of the Senior Staff group within the College in relation to their general experience, curriculum planning and decision - making and mentoring responsibilities. They are **members of the Academic Council and expected to work closely with the Executive Leadership Team**.

As a senior member of the teaching staff and decision making process, there is a clear expectation that Heads of Learning Area consistently maintain a high level of professionalism, confidentiality and leadership within the College community.

#### **Acting as a role model for teachers within the Learning Area:**

- to support and promote the aims and ethos of the College;
- to keep abreast of current developments in their curriculum areas and keep teachers informed of these;
- to foster relevant activities which complement the learning in their curriculum area.

#### **Teaching and Learning and Curriculum Development:**

- oversee the programs and the course structures in their curriculum areas;
- manage the electronic filing of copies of all programs and assessment procedures within their department;
- develop policies and procedures in all their subject areas regarding: home study, assessment, reporting and recording;
- liaise with the Executive Leadership Team regarding the development of curriculum offerings, involving the assessment of student needs, resources and staffing requirements;
- plan and implement appropriate programs designed for a range of student needs;
- monitor assessment tasks within the curriculum area;
- ensure that assessment is awarded fairly and consistently in accord with approved programs and assessment structures and ensure they are recorded properly;
- oversee the work of teachers in the Learning Area to ensure they are in accord with the programs and assessment structures in the area;
- be involved in the process of staff appraisal for teachers in their Learning Area.

**Communication:**

- to be available for consultation with individual teachers in all matters relating to teaching of the subject and other activities related to the subject. In particular, to monitor and advise teachers new to the College or new to the profession during their first year at the College;
- to conduct Learning Area meetings as appropriate to communicate decisions from other meetings and to generate discussion on issues needing to be reported back;
- to liaise with all staff in the team regularly, either by formal meetings or by working with individuals;
- to be responsible for preparation and submission of any materials as requested by the Deputy Principals for SCSA or other external bodies;
- to be available and participate in Information Evenings and the dissemination of curriculum information to parents;
- to communicate with parents on issues of concern with regard to courses, assessment structures and the curriculum.

**Staff Development:**

- to support and encourage the professional and personal growth of all members of the team;
- to assist teachers in the development of classroom management skills and teaching strategies within their learning area;
- To be responsible (in part) for the induction of new staff into the curriculum area.
- Assist in appraisal of Staff with the Deputy Principals as part of the College appraisal policy.

**Resources:**

- to be responsible for consultation with staff on the selection of textbooks and other teaching materials within the Learning Area;
- to have overall responsibility for the budgeting, ordering and expenditure for the Learning Area;

**Administration:**

- Recommend pre-requisites for admission to courses and for sequential courses;
- To collate recipients for subject awards in consultation with the relevant teachers;
- To assist the appropriate Deputy Principals to prepare the timetable and recommend staff for each teaching area;
- to liaise with teaching staff and Deputy Principals regarding the placement of students in class groups;
- to supervise any non-teaching staff appointed to assist in the Learning Area;
- where required, to assist the Principal with the selection, appointment and appraisal of staff within the Department. (including interviews, if required)

**Pastoral Care:**

- to demonstrate care and concern for the spiritual, emotional, social, physical and academic development of the students within one's care;
- to provide a caring environment by supporting the Catholic ethos and liturgical activities of the College;
- to communicate concerns about particular students to relevant staff such as Heads of Year, Form Teachers, School Counsellor, or Deputy Principals as appropriate to the occasion;
- To be involved in House activities and pastoral events as required.

**Extra-Curricular:**

- to promote and assist in the extra-curricular program of the College, interacting with students in activities outside the set curriculum;
- to support the College by attendance at various extra-curricular and school events or functions.

**Other Duties:**

- to maintain a regular and constant presence within learning areas of their responsibility;
- to assist in overseeing the condition and security of teaching facilities used by the Learning Area;
- to attend scheduled meetings of Academic Council (and elsewhere as requested by the Principal) and actively participate and liaise with members of the group on curriculum issues;
- to carry out other duties as requested and in consultation with the Principal.

**Tenure and Conditions:**

The position begins on 1 January of the new year. The appointment period is for eight years with a summative review at the end of the third and sixth year. This includes endorsement from the Principal through an initial review of the first year of appointment.

The status and employment conditions may be reviewed at the end of each contract period.

This position has a teaching load of 18 teaching periods per week with no Form class timetabled (FTE 0.75). This position has the promotional position allowance of Category 2, Level 1.