



## **POR | Learning Area Leader - Humanities**

### **Position Information Document**

<b>Position Title</b>	Learning Area Leader – Humanities
<b>Tenure</b>	3 years (concluding 31/01/28)
<b>POR</b>	POR 2
<b>Time Allowance</b>	Time release from timetabled teaching responsibilities is provided to meet the duties and/or responsibilities associated with this role.  Time allocated for this role is nominally 290 minutes per week. This allocation is above the EBA provisions and may vary slightly depending on timetabled teaching load.
<b>Line Manager</b>	Assistant Principal - Teaching and Learning and ultimately the Principal

### **Context**

Mercedes College is a restorative school where inclusion is an integral aspect of who we are as a Catholic, Mercy and IB community. Our core values of Mutual Respect, Responsibility, Integrity, Loyalty, Compassion and Justice form an integral way of life for all members of the Mercedes College community, through which we strive to maximise student outcomes by doing “ordinary things, extraordinarily well” (Catherine McAuley).

### **Position Purpose**

The Learning Area Leader gives expression to the College’s Mission, Vision and strategic priorities by inspiring enthusiastic, innovative and effective teaching and learning within their Learning Area, ensuring that resources, skills, and facilities are effectively utilised to support student growth.

They work closely with the Lead Learning Team and subject teachers to provide high-quality, relevant and engaging learning programs for all students.

The Learning Area Leader leads staff to contribute to the well-being and academic education of students at the College. They have a fundamental role in leading the identification and support of the diverse needs and pathways of students within their Learning Area. The Learning Area Leader works collaboratively with their colleagues to identify, collect and analyse data to ensure teaching and learning is inclusive, challenging and engaging.

The Learning Area Leader works collaboratively with their colleagues to develop, deliver, and review teaching and learning programs that align with the SACE and IB programmes and are congruent with the Catholic and Mercy ethos of the College. In their leadership, the Learning Area Leader models deep knowledge of the curriculum and excellent teaching practice. They support and develop the capacity of their colleagues to facilitate high quality educational experiences, leading to successful student outcomes.

The Learning Area Leader promotes and reinforces shared understandings of context based learning and inquiry methodology in engaging, relevant learning environments. They lead their colleagues to apply the Approaches to Learning to develop student agency and ensure knowledge and skills are agile, transferable and future focussed

The Learning Area Leader knows and can evidence their impact as a leader, colleague and educator.

## Key Areas of Responsibility

### College Leadership

The Learning Area Leader is accountable to the Principal through the Deputy Principal for College Leadership which includes the following:

- Develop staff capacity and succession planning through:
  - Professional learning opportunities including coaching, lesson demonstrations, reflective practice and the sharing of contemporary pedagogical practice.
  - Supporting and monitoring teacher development.
  - Supporting and monitoring leadership development.
  - Keeping staff up to date with contemporary educational practice and theory.
- Working with and challenge Learning Area staff to maintain appropriate professional performance and standards.
- Provide input on Learning Area staffing, rooming and student allocations to the Timetable Team.
- Lead the implementation of College Policies and Practices within their Learning Area.
- Consistently demonstrate support for school wide policy initiatives and strategic plans, both within and outside of the College.
- Provide feedback to the Principal when required.

### Learning Area Leadership

The Learning Area Leader is accountable to the Principal through their Line Manager (i.e. Assistant Principal - Teaching and Learning) for the following aspects of Leadership responsibilities. They will also work collaboratively with the Lead Learning Team to ensure the progress and success of each individual student within their Learning Area.

- Develop and implement an annual Learning Area Action Plan consistent with the College's Annual and Strategic Plan.
- The develop, manage and review the Learning Area annual budget and be responsible for the appropriate and effective use of funds, facilities, equipment and materials in line with contemporary education practice.
- Lead the Learning Area environment to foster student engagement and inquiry through:
  - Overseeing the selection and organisation of excursions for the Learning Area.
  - Ensuring the continued develop of resources, including textbooks, class sets and teacher resources.
  - Preparing and updating course material for College Handbooks and relevant College publications.
  - Overseeing the use, care and maintenance of Learning Area facilities.
- Implement Workplace, Health and Safety regulations, training and practices relevant to the Learning Area
- Meet the compliance requirements of the IB and SACE.
- Implement recommendations from IB Evaluations and CIS Accreditation within the Learning Area.
- Collaborate with teachers and the Learning Enrichment team to develop and implement Personalised Plans for Learning (PPL) for students with learning needs.
- Attend Curriculum Team meetings to contribute to discussions on teaching and learning and provide access to high level easily accessed programs.
- Induct new staff into the Learning Area.

### Teaching and Learning Leadership

- Ensure all teachers in the Learning Area are using effective evidence based practices within the classroom
- Use data (including ACER Pat Tests, NAPLAN, AGAT, student results, school comparison, etc.) to:
  - Monitor student progress.
  - Evaluate the effectiveness of teaching and learning.
  - Identify students with learning needs.
- Lead a culture of excellence within the Learning Area staff by:
  - Facilitating Learning Area meetings, communications and professional discussions.



- Ensuring teaching resources and curriculum are regularly reviewed and updated.
- Ensuring teaching resources and curriculum are documented and shared on SEQTA and TEAMS.
- Inducting new staff members.
- Ensuring all teachers are engaged in high quality, collaborative curriculum planning to develop appropriately differentiated assessment tasks.
- Assisting Learning Area staff to make appropriate adjustments in content, methodology and assessment in line with student PPL's.
- Promoting and monitoring the value of timely and effective feedback through continuous assessment and reporting processes.
- Engaging staff in standardisation and moderation of student tasks and assessments.
- Promote student engagement within the Learning Area.
- Work collaboratively with appropriate colleagues and parents to ensure the wellbeing and pastoral support of students within the Learning Area.
- Lead and proactively collaborate with teaching staff in the Learning Area to ensure all students have access to, and can participate in, a relevant and challenging curriculum.
- Assist students in the subject selection process.
- When necessary, schedule meetings with parents/students/relevant staff to discuss student progress.

#### **Curriculum Leadership**

- Lead the implementation of the IB (PYP, MYP, DP) and SACE within the Learning Area to ensure the curriculum is:
  - Meeting and exceeding benchmarks and requirements.
  - Is accessible to diverse learners.
  - Is appropriately documented to highlight scope and sequential pathways.
  - Regularly reviewed and evaluated.
- Ensure the curriculum and learning programme promotes and explicitly teaches:
  - IB Learner Profile Attributes and SACE Capabilities.
  - IB Approaches to Learning.
  - Disciplinary and inter-disciplinary inquiry.
  - Subject specific literacy and numeracy.
  - A variety of local, national, international, cultural, social and religious perspectives.
- Liaise and work collaboratively with staff to ensure that all administrative requirements, including curriculum development, student assessment and subject reporting, are being met in a timely and efficient manner.

#### **Other Accountabilities and Duties**

In addition to the primary accountabilities and responsibilities the Learning Area Leader will:

- Undertake other reasonable duties as directed by the Principal.
- Document and maintain procedures relevant to the position.
- Comply with the standards of a Child Safe organisation.
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College.
- Undertake relevant professional and technical development.
- Ensure administrative tasks, protocols and procedures relevant to the role are undertaken and completed in a timely and appropriate manner.

#### **Personal Specifications**

##### **Qualifications**

- Appropriate academic qualifications, suitable experience and a background relevant to the role and the ability to model innovation and best practice.
- Registered Teacher in the South Australian Teacher Registration.



### Skills and Knowledge

- Effective leadership skills to promote continuous improvement in literacy, numeracy, inclusion and wellbeing through their Learning Area.
- Excellent interpersonal skills and the ability to effectively communicate with a variety of stakeholders including parents, staff, students, outside providers, CESA personnel and relevant authorities.
- Knowledge and understanding of relevant national, local and school requirements for collection of data, evidence of adjustment and documentation for NCCD funding purposes.
- Familiarity with SEQTA and processes for effective and efficient collation of information using SEQTA and the ability to support teaching in their Learning Area in the preparation and collection of evidence of adjustment for students.
- As a leader within an R-12 context, experience teaching a wide range of year levels within the Learning Area.
- Demonstrate high quality teaching practice, passion and expertise in the Learning Area and work collaboratively with Learning Area staff to establish this on a College-wide basis.

### Personal Attributes

- Active support of and commitment to the mission of the College, as a Catholic School with a Mercy ethos and an International focus.
- A high level of confidentiality, autonomy and initiative within the scope of the role.
- Be committed to the IB inquiry pedagogies and practices in pursuit of continuous improvement for students and staff in their Learning Area.
- The ability to interact with staff, students and parents in a positive, sensitive and respectful manner, in line with the College's Mercy Keys.
- Ability to cope effectively in emergency and high stress situations.

### Key Working Relationships and Accountabilities

- **Reports To:** Principal (through the Assistant Principal – Teaching and Learning)
- **Collaborates With:** Deputy Principal, Coordinators and staff.
- **Engages With:** Students, parents, community organisations, and professional agencies.

### Performance Review / Appraisal Conditions – Evidence of Leadership Impact

- The appointee will be required to undergo an annual Goal Setting and Review with their Line Manager.
- The appointee will undertake a Performance Appraisal annually during the period of the appointment. The appointee will present evidence of leadership and the impact of their leadership on staff and student outcomes as part of this process.

### Conditions of Employment

Salary: POR 2 in accordance with the 2020 Enterprise Agreement or its successor.

Other: Out of school hours work is required e.g. for sport, Parent-Teacher Interviews, camps, retreats, etc.

### Approval of Position Description

On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the Principal and the *Learning Area Leader – Humanities* to ensure that the duty statement is accurate.

Signed (**Employee**) \_\_\_\_\_ date / /2024

Employee Name \_\_\_\_\_