**PURPOSE OF POSITION**

The Learning Area Leader leads, develops and promotes the academic program in the Religious Education Learning Area at St John’s Regional College. In collaboration with others, the Learning Area Leader develops a vision for excellence that inspires the highest quality education, through authentic learning experiences, innovation, passion and purpose. The role has overall responsibility for the leadership and management of the Religious Education Learning Area, ensuring exemplary teaching standards and learning outcomes for our students. The Learning Area Leader oversees the team of teachers who contribute to a rich and diverse curriculum and has overall responsibility for the development and review of all curriculum documentation that further support the aims of the school and empowerment of our students as dynamic, curious, and intelligent individuals.

**REMUNERATION AND KEY RELATIONSHIPS**

|  |  |
| --- | --- |
| Position of Leadership | Learning Area Leader – Religious Education |
| Remuneration | POL 3 |
| Time Allocation per cycle | 9 periods |
| Tenure | 3 Years |
| Reports to | Director of Faith and Mission  Junior Programs Leader  VCE Programs Leader |
| Direct Reports | Learning Area Teachers |
| Key Internal Liaisons | Deputy Principal - Teaching and Learning  Deputy Principal - Student Engagement  Year 10-12 Student Engagement Leader  Year 7-8 Student Engagement Leader  Pathways Leader  Youth Minister  Social Justice Leader |

**SPECIFIC RESPONSIBILITIES**

**LEADERSHIP**

* Provide leadership by actively and publicly supporting the College’s Vision and Mission and by

implementing the College’s Strategic Plan and Annual Action Plan within the area of responsibility

* Enact and lead the MACS Vision for Instruction and St John’s Vision for Learning
* Develop authentic relationships with students, staff and parents, promoting collaboration and open

dialogue

* Use data to inform curriculum design, practices, and pedagogy
* Liaise with parents as appropriate in relation to learning area specific curriculum and learning and

teaching matters. Meet with House Leaders and relevant families in intervention meetings to ascertain

next steps in individual student pathways

* Support individuals to deal constructively with change and monitor and evaluate the effectiveness of

change

* Drive the use of technology to support learning
* Lead the Learning Area teachers to achieve best practice relating to design and implementation of the

curriculum, pedagogy, assessment and reporting ensuring that opportunities for student voice and choice are embedded in the curriculum

* Lead teachers in undertaking the annual cyclical review of all curriculum programs, and then audit these

courses

* Engage in and support others in ongoing personal professional learning to support College priorities, the

implementation of the College’s Strategic and Annual Action Plan, and to enhance leadership skills

* Support supervision of school holidays trial examinations, SACs, and revision programs as required

**DEVELOP AND IMPLEMENT**

* Ensure compliant delivery of relevant mandated curriculum
* Assist with setting the reporting parameters and assigning subject and level convenors for SEQTA
* Coordinate and implement a Learning Area annual improvement plan.
* Promote professional dialogue, reflective practice and collaboration centered upon the School

Improvement Plan and enhancing

collective capacity

* Oversee the booklist process, liaising with teachers to make recommendations

**PROMOTE**

* Share information of Professional Learning Programs and correspondence with teachers received from

relevant professional bodies and the VCAA

* Promote a culture of accountability for collective outcomes, improvement and high performance, shaping

a culture of high expectations for all

* Promote and celebrate learning of the Learning Area through the College newsletter, yearbook and other

publications as appropriate. Set up displays and activities for Learning Area Week, Open Evenings, Careers

Expo to showcase student learning

**MANAGE**

* Manage and oversee curriculum auditing, curriculum mapping and skills continuum in line with St John’s

Regional College templates and practices

* Conduct regular classroom observations of all teachers within the Learning Area with the provision of

purposeful and growth-oriented feedback

* Support and monitor individual staff in the performance of their professional responsibilities to ensure

that College expectations are met and follow up with staff if concerns arise

* Approve applications for excursions and professional development
* Hold meetings as defined in the Calendar utilising the College Meeting Protocols.
* Maintain records of learning area meetings and ensure attendance requirements are met
* Ensure all components of SEQTA learning programs are enacted
* Oversee learning area budgets, identify and maintain area resources
* Review teaching allocations and provide recommendations
* Assist with the process of new staff appointments, including induction and mentoring
* Oversee and mentor new teachers in the Learning Area and ensure they are familiar with SEQTA

Programs and expectations

* Oversee the accuracy of SEQTA Programs - Cover Page, Marks Book, Online Lessons, Assessments, and

Reporting

* Audit Marks Book every Term to ensure results for a minimum number of Formative and Summative

Assessments have been released to students and families

* Perform other duties as required by the Director of Faith and Mission, Principal and/or Deputy

Principal(s).

**AS A MEMBER OF THE LEARNING AREA LEADERS TEAM**

* Attend all meetings
* Contribute to discussion within the team, advocating for their Learning Area
* Contribute to action planning within this team to ensure that College learning initiatives, as

communicated by the Curriculum Leadership Team, are effectively planned for and implemented

* Provide recommendations to the Curriculum Leadership Team, regarding learning programs and setting

priorities for curriculum development, professional development and support for teachers

* Ensure that the College Annual Action Plan regarding Learning and Teaching and Wellbeing are discussed,

and strategies developed for implementation within the Learning Areas

**OTHER RESPONSIBILITIES**

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St John’s Regional College.

**KEY SELECTION CRITERIA**

* A demonstrated understanding and commitment to the ethos of a Catholic school and its mission
* Experienced and highly effective teacher in secondary education
* A demonstrated commitment to ongoing professional learning and development
* Highly developed interpersonal and communication skills including a demonstrated ability to develop and

support effective teams

* Demonstrated capacity for proactive educational leadership and highly developed skills in leading and

managing continuous improvement in learning and teaching

* Demonstrated knowledge and understanding of contemporary educational research, issues, trends,

practices and policies

* Excellent organisational and time management skills
* A demonstrated understanding and commitment to child safety

**QUALIFICATIONS**

* + - Current Victorian Institute of Teaching (VIT) registration
    - Accreditation to teach Religious Education and/or lead in a Catholic School
    - Ability and willingness to teach Religious Education