

Position of Leadership

Head of Learning (Religious Education, English, Humanities, Mathematics, Science and Technology)

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| Tenure | 3 year term |
| Reports to | Director of Learning |
| Classification | POL-2 |
| Direct Reports | Faculty Staff |
| Reduction in scheduled class time per cycle (up to a max. number of periods of) | 12 |

The Head of Learning works in collaboration with the Director of Learning to foster a learning environment that aligns with the Ignatian educational philosophy while promoting pedagogical excellence, high-quality teaching and learning, and continuous improvement across the College.

A key aspect of the role is to lead and create a sense of unity, growth, and development within a learning area. The Head of Learning works closely with subject teachers to develop a collaborative team approach that enhances teaching and learning. This includes designing, implementing, and delivering a contemporary, challenging, and engaging curriculum across the learning areas to ensure high-quality educational outcomes for all students. The Head of Religious Education, English, Humanities, Mathematics, Science and Technology works in partnership with the Year 7/8 Our World and STEM Learning Leaders.

1. Specific Responsibilities

Curriculum Development and Implementation

- 1.1 In collaboration with the Director of Learning, lead the continual development, review, and implementation of the Years 9 - 12 curriculum, ensuring alignment with the School Improvement Plan (SIP) and MACS Position Statement
- 1.2 Lead Learning Teams to ensure consistent implementation of the Years 9 - 12 curriculum. Ensure that learning area planning and documentation are aligned with the College's whole-school curriculum and assessment strategy.
- 1.3 Lead Learning Teams to integrate and report on the Victorian Curriculum Capabilities in Years 9 and 10.
- 1.4 In collaboration with the Heads of Pedagogy - Literacy Leaders embed consistent literacy practices across all subject areas
- 1.5 Contribute to the development, implementation, and review of College policies and practices on curriculum development, learning, intervention, literacy, and assessment based on current research and practices.
- 1.6 Collaborate with subject teachers to develop, refine, and approve internal subject examinations in accordance with College processes and procedures.

Teaching and Learning Improvement

- 1.7 Collaborate with the Director of Learning, and the Teacher Development Team to implement consistent, evidence-based pedagogical approaches within the Ignatian context.
- 1.8 Ensure the Years 9 - 12 teaching practices align with the broader goals of the school and the School Improvement Plan (SIP).
- 1.9 Lead Faculty Learning Team meetings focused on evidence-based pedagogical approaches to improve student learning.
- 1.10 Lead Faculty Learning Teams to embed formative assessments to improve student learning.
- 1.11 Work with the Testing & Data Administrator Coordinator to lead Learning Teams to use internal and

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external testing data to evaluate the effectiveness of curriculum and teaching practices, making data-driven recommendations for improvement

- 1.12 Work with the Testing & Data Administrator Coordinator to monitor and address student performance trends within the faculty.
- 1.13 Work with the Head of Learning Diversity to utilise data for multi-tiered systems of support programs (MTSS) ensuring targeted interventions in Years 9 - 10 meet diverse student needs

Operational and Staff Support

- 1.14 In collaboration with the relevant Years 7/8 Our World/ and Years 7/8 STEM Head of Learning, manage the day-to-day organisation of the Faculty
- 1.15 Provide support to the Faculty Learning Teams, including the coordination of work to cover absent teachers when required.
- 1.16 Work with and support teaching staff to ensure they meet College expectations and follow-up as needed.
- 1.17 Assist with the induction and mentoring of new team members.
- 1.18 Support the Teacher Induction and Mentorship Coordinator in ensuring Faculty Learning staff on leave fulfil their professional responsibilities.
- 1.19 Work with the Faculty Learning Team to update learning and teaching resources on Canvas.
- 1.20 Collaborate with the College Timetabler to allocate classes to appropriate practical spaces in support of curricular programs.
- 1.21 Contribute to the Student Pathways selection process by providing relevant student data to inform student subject pathways.
- 1.22 Manage any teaching support technicians (where applicable) to effectively support the use of practical spaces, classes, and programs, enhancing the teaching and learning experience and improving student outcomes.

Communication and Promotion

- 1.23 Coordinate the publication and dissemination of Faculty information with the Deputy Principal.
- 1.24 Advise the Deputy Principal (Learning and Teaching) on teaching allocations in collaboration with other Heads of Learning.
- 1.25 Promote the Faculty through the College newsletter, The Magis, and other publications as appropriate.
- 1.26 Set up displays for appropriate events that showcase students' learning.

Resource Management

- 1.27 Work with the relevant staff to manage resources associated with the Faculty programs
- 1.28 Work with the relevant Heads of Learning and the ILC Coordinator to compile the Year 9 - 12 booklist.

2. Specific Faculty Tasks

Religious Education

- The Head of Learning – Religious Education plays a key role in supporting the faith life of the College, encompassing both the Ignatian and broader Catholic mission.
- Maintain strong collaborative relationships with members of the Faith and Mission Team to ensure alignment and integration of faith-based initiatives.
- Meet regularly (weekly) with the Deputy Principal (Faith & Mission) to coordinate priorities and support the ongoing spiritual development of the College community.

Science

- Liaise with the Timetable Manager to coordinate and schedule Science practical rooms for Years 7-12, ensuring safe practices and equitable access to resources. This includes ongoing collaboration with

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laboratory staff and the Timetabler each semester.

- Approve and sign requisition forms for all Science-related purchases on a daily basis.
- Review and approve all high-risk practical activities conducted within the faculty.
- Liaise with the Risk and Compliance manager to review and approve Safe Work Procedures (SWPs) to ensure compliance with safety standards.
- Approve and manage End User Declarations (EUDs) for the purchase and handling of dangerous chemicals.
- Provide oversight and management of the laboratory technician staff, including conducting weekly meetings to monitor operations and address any issues. Manage staff scheduling and leave requests, as well as the supervision of student placements. In collaboration with the laboratory team, oversee the maintenance and ongoing improvement of storage areas, preparation spaces, and laboratory equipment.

Technology

- Liaise with the Risk and Compliance Manager and the Technology Technician to conduct regular risk and compliance reviews, ensuring machine safety, up-to-date Standard Operating Procedures (SOPs), and the completion of all required documentation.
- Provide oversight and management of the Technology Technician, including chairing fortnightly toolbox meetings to monitor operational practices and ensure adherence to safety protocols within the Technology faculty.
- In collaboration with the Technology Technician and Food Technicians, manage the procurement and ordering of materials and consumables for all Technology sub-disciplines, including resistant and non-resistant materials, Food Technology, Digital Technology, and Systems Engineering.
- Oversee the work of the Food Technician, ensuring effective liaison with Food Technology teaching staff to support curriculum delivery and operational needs.
- Act as the primary contact for suppliers, coordinating the delivery of goods and scheduling the servicing and maintenance of machinery and equipment.
- Provide support in diagnosing and resolving technical equipment issues across all areas of the Technology faculty.
- Conduct staff inductions and deliver training for both teaching and non-teaching staff working in practical learning environments, ensuring safe and consistent practices are maintained.

Other

- 2.1 Develop annual goals and plan key events for the role in collaboration with the Deputy Principal (Learning & Teaching), ensuring alignment with the College's strategic objectives
- 2.2 Provide effective budget planning and oversee team spending approvals to ensure financial accountability and alignment with the allocated budget.
- 2.3 Collaborate with the Business Manager to ensure future needs are identified and incorporated into the annual budget process.
- 2.4 Lead and mentor staff through the Annual Review Meeting (ARM) and Professional Learning Community (PLC) process in collaboration with the Director of Staff Development.
- 2.5 In collaboration with the Director of Staff Development, support the College's Instructional Coaching Program and act as an Instructional Coach.
- 2.6 Promote the profile's initiatives and achievements through a range of communication channels, including social media, student bulletins, newsletters, and other relevant platforms.

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- 2.7 Contribute articles for publications, including Magis and regular features in the College newsletter.
- 2.8 Maintain a visible and accessible presence during the school day, and attend College events and meetings as required.
- 2.9 Participate in a formal performance review conducted midway through the tenure period.
- 2.10 Undertake additional duties as assigned by the Deputy Principal (Learning & Teaching) or a member of the College Executive.