

Position of Leadership

Head of Learning (Health and Physical Education, The Arts, Languages, Applied Learning)

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 - Health and Physical Education 12 - The Arts 10 - Languages 10 - Applied Learning *To be advertised with WAFE Positions

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.

1. Specific Responsibilities

Curriculum Development and Implementation

- 1.1 Lead the continual development, review, and implementation of the curriculum, ensuring alignment with the School Improvement Plan (SIP) and MACS Position Statement
- 1.2 Lead Learning Teams to ensure consistent implementation of the curriculum.
- 1.3 Lead Learning Teams to integrate and report on the Victorian Curriculum Capabilities where appropriate
- 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 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 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 meet diverse student needs

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Operational and Staff Support

- 1.14 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 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.
- 1.23 Oversee the budget planning and approval of faculty-based onsite and offsite activities, ensuring alignment with required approval processes. This includes risk management, completion of administrative tasks, staff coordination, parent communication, and transport or room bookings where applicable.
- 1.24 Manage and support the organisation of faculty-based academic competitions and Learning Area Weeks, including the planning and delivery of events such as Science Week and the Big Science Competition.
- 1.25 Monitor and manage staff absenteeism related to faculty excursions, and support the Daily Organiser with the cancellation and rebooking of excursions, where necessary.

Communication and Promotion

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

Resource Management

- 1.30 Work with the relevant staff to manage resources associated with the Faculty programs
- 1.31 Work with the relevant Heads of Learning and the ILC Coordinator to compile the student booklist.

2. Specific Faculty Tasks

Applied Learning

- To be revised with WAFE Position Organisational Structure

The Arts

- Liaise with the Timetable Manager and Head of Music to coordinate room allocations for Art and Performing Arts subjects, including access to and use of the Potato Shed.
- Collaborate with the Arts Technician to oversee equipment use, manage ordering and maintenance of supplies across Art, Media, Music, Drama, and Theatre Studies, ensuring alignment with curriculum needs.
- Provide oversight and management of the Arts Technician, including scheduling, task allocation, and ongoing support.

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- Work with the Arts Technician and teaching staff to plan, curate, and rotate student artwork exhibitions in the gallery, ensuring regular updates and high-quality displays.
- Manage and support staff in maintaining and organising The Arts storage spaces.
- Collaborate with the Head of Music and the Arts Technician to audit, maintain, and replace college instruments, accessories, and equipment as required.
- Liaise with the Head of Music and the Risk and Compliance Manager to ensure all equipment complies with safety standards, including regular electrical tagging and other mandatory checks.
- Liaise with the Head of Music who will manage the College's Year 7 Music Classroom Program, ensuring the smooth operation and coordination of all related activities.

Health and Physical Education

- Liaise with the Timetable Manager and Head of Sport to coordinate the scheduling and booking of all Physical Education facilities, including the gym, Companions Centre, weights rooms, synthetic pitch, oval, and basketball courts.
- Liaise with the Deputy Principal – Operations to manage bookings of these facilities for College Events and non-HPE purposes (e.g. assemblies, Cura Personalis sessions, and mentor group activities).
- Oversight and Management of AFL SportsReady Trainees (Health & Physical Education and Sport Faculty):
- Approve trainee timesheets, payroll submissions, and TOIL applications.
- Develop and oversee daily work schedules.
- Meet termly with AFL SportsReady representatives to review trainee progress and operational alignment.
- Coordinate and supervise trainee involvement in off site excursions.
- Support trainees in meeting their training and assessment requirements.
- Liaise with the Head of Sport regarding the ongoing role and development of the Sport Trainee.
- Oversee the ordering, maintenance, and organisation of Physical Education equipment and storerooms, ensuring alignment with curriculum requirements. Coordinate equipment orders once per term. Manage and support AFL trainees, who assist with stock takes and maintaining the tidiness of equipment areas.

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.
- 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.