HEAD OF LEARNING AREA
HUMANITIES AND SOCIAL SCIENCES

DUTY STATEMENT
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It is the vision of St Norbert College to create a Christian community which lives the Gospel values, and offers a nurturing and inclusive school life for young people, and where our teaching staff provide an education which fosters the growth of our students pastorally, academically and socially and equips them with the means for life-long learning.

To be successful in the role you will be a supportive and active leader towards the realisation of our vision, playing an important part in the culture of the College and the future of our students.

The Head of Learning Area has the leadership responsibility for their area, engaging the teachers within the Learning Area into a highly motivated team directed toward the achievement of the College mission.

Within the context of Christian leadership those who hold promotional positions must be visionary and pro-active, importantly, they must also be motivators of staff. This requires the capabilities of educational leadership focused on Catholic identity, strong academic leadership, building relationships and administrative expertise.

Heads of Learning Areas should be excellent communicators who promote collegiality and harmony amongst all members of staff. Regular, open communication with the College Leadership Team is a vital aspect of the role, as is support for the Principal in his/her role as leader of the College community.

1  **Personal Leadership Capabilities**

   Gives witness to personal faith and commitment:
   
   a)  Integrates a Catholic vision in all areas of responsibility.
   
   b)  Encourages and challenges people to reach their potential.
   
   c)  Engenders confidence and optimism with new and innovative practices.

2  **Responsibility for Quality Learning and Teaching**

   The Head of Learning Area Humanities:
a) Works with teachers to develop innovative teaching methods within the classroom.

b) Assists teachers in developing skills in classroom management and control.

c) Ensures effective learning is taking place.

d) Is available for conferences with individual teachers about teaching and learning.

e) Assists the Principal with the selection and appointment of Learning Area staff.

f) Makes certain that all teachers plan and deliver effective learning strategies according to school and Learning Area policy.

g) Receives programs from teachers that reflect careful planning and preparation.

h) Consults with the Leadership Team on professional matters associated with staff within the Learning Area, including classroom management, teaching effectiveness, ICT integration.

i) Counsels students to assist them to develop their full potential.

j) Conducts Learning Area meetings as per the College calendar.

k) Promotes and participates with teachers in professional learning.

3 Curriculum Leadership

The Head of Learning Area:

a) Ensures that the Learning Area operates in fidelity to Catholic teaching on the basis of Catholic social teaching.

b) Meets on a regular basis with Deputy Principals and the Dean of Studies to review the academic progress of students in each year group.

c) Uses student data to identify learning priorities and define and develop programs accordingly.

d) Encourages and develops new programs within the Learning Area for the improvement of learning for students.

e) Meets regularly with the Coordinator of ICT to assist with the integration of ICT into the curriculum

f) Plans with teachers a valid, educative, explicit, fair and comprehensive scheme of assessment of student achievement, to monitor the implementation of this scheme and to be responsible for the assignment of student grades.

g) Develops a comprehensive understanding of current issues in teaching within the Learning Area and promotes a variety of pedagogical practices.
h) Involves all Learning Area staff members in curricula development and activities that enable students to excel in the Learning Area.

i) Develops Courses of Study for all Learning Area subjects offered in the school program.

j) Keeps abreast of new curriculum developments and ensures staff are aware of these.

k) Works with the Academic Board, to ensure effective learning and teaching practices, reflect on current research and promote positive learning outcomes for students.

l) Is responsible for the selection of text books and other teaching materials, within the Learning Area.

4 Learning Area Administration

The Head of Learning Area:

Teachers:
  a) Guides teachers in particular the inexperienced, in dealing with parents.


  c) Assesses and reports on the effectiveness of each teacher within the Learning Area.

  d) Assists in the proof reading of student reports for staff in their Learning Area.

  e) Inducts new staff into the Learning Area.

Students:
  f) Ensures that students receive relevant counseling in selecting courses and that subject selections are academically realistic and appropriate for further studies.

  g) Organises Merit Certificates and Subject Awards.

  h) Promotes the Learning Area and engages students in competitions and activities.

Parents:
  i) Ensures information provided to parents in documents like the Curriculum Handbooks is relevant and up to date.

  j) Communicates with parents should inappropriate choice occur.
Administration:

k) Ensures SEQTA Teach, SEQTA Learn and SEQTA Engage is up to date in terms of Course Outlines, Assessment Structures and Resources for all subjects with the Learning Area.

l) Submits to the Deputy Principal each semester, via SEQTA Teach, an outline program of work and assessment for each course with the Learning Area in keeping with the College expectations.

m) Checks end of term/semester examinations, marking procedures and standards of marking.

n) Meets with the Deputy Principal on a regular basis.

o) Prepares an agenda and appoints a Secretary who will record the minutes of each meeting, distributing these to the staff of the Learning Area and Deputy Principal via the Department Drive.

p) Oversees the care and maintenance of all classrooms allocated to the Learning Area.

q) Oversees the care of equipment and for the completion of inventories when required.

r) Prepares an end of year report for the Principal. This will contain information on curriculum developments, literacy and ICT strategies, staff initiatives and future directions. It will form the basis for a meeting with the Principal in Term One of each academic year.

s) Ensures all teaching and assessment policies, as well as programs, comply with Statutory body guidelines.

t) Assists the Deputy Principal in preparing the Learning Area timetable.

u) Is responsible for the selection of text books and other teaching materials within the Learning Area.

v) Submits a budget for the learning and teaching needs of the Learning Area.

5 Whole School Leadership

The Head of Learning Area:

a) Actively contributes in the development of College policies.

b) Contributes to the operation of the whole College program.

6 Community Involvement

The Head of Learning Area:

a) Has active involvement in the co-curricular life of the College.

b) Plans with teachers and parents, aspects of study so as to benefit both students and parents, keeping school and home working in harmony.
c) Plans with teachers to involve persons from the community and resource places in the community.

7 **Eligibility Criteria**

To be eligible for this position, applicants must:

- be active members of the Catholic Church.
- be free from any impediment to full acceptance by the Church.
- be able to provide leadership in the development and implementation of curriculum.
- have completed Accreditation to teach in a Catholic School requirement.
- have five years relevant educational experience.