



St Norbert  
College

## HEAD OF LEARNING AREA – SCIENCE ROLE DESCRIPTION

It is the vision of St Norbert College to create a Christian community, which lives the Gospel values, 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 contributor 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 the area of Science, engaging the teachers within the Learning Area into a highly motivated team directed toward the achievement of the College Learning Outcomes. This requires the capabilities of educational leadership focused on Catholic identity, strong academic leadership, building relationships and administrative expertise. The Head of Learning Area should aim to be an outstanding and innovative educator who engages with staff in implementing the College's Vision and Mission.

This is a fulltime ongoing position commencing January 2025. Further information may be obtained by contacting Mr Roger D'Almeida by email [roger.dalmeida@norbert.wa.edu.au](mailto:roger.dalmeida@norbert.wa.edu.au) or 9350 5433.

### CORE REQUIREMENTS

- Commit to the teachings and values of the Catholic Church.
- Integrate a Catholic vision in all areas of responsibility.
- Be supportive of the Norbertine ethos of the College.
- Hold the necessary Accreditation to Lead in a Catholic school.
- Hold a current TRBWA registration, Working with Children Clearance and Police Clearance.
- Undertake Mandatory Reporting training (CPPMR) and to be maintained annually.
- Abide by guidelines contained in the St Norbert College Code of Conduct.
- Have five years relevant educational experience.
- Be able to provide leadership in the development and implementation of curriculum.
- Be willing to contribute and participate in Co-Curricular activities.

### FAITH AND LIFE

The role of the Head of Learning - Science includes:

- Actively supporting the philosophy and ethos of St Norbert College as a Catholic school.
- Developing and maintaining a dynamic faith community centred on the Gospel of Jesus Christ and true to the charism of St Norbert.
- Having a clear understanding of the College's Vision and Mission with a view of supporting this within the learning area.
- Overseeing the integration of Catholic values across the Science curriculum.
- Developing learning area strategies that promote and sustain Catholic life at the College.
- Supporting the pastoral welfare of learning area staff and students at the College.

- Ensuring that Catholic attitudes and values are reflected in the development and application of learning area policies and through the way that staff interact.

### **PROFESSIONAL COMPETENCIES AND RESPONSIBILITIES**

- Enunciate a clear vision and example for the Science Learning Area staff.
- Be able to articulate expectations regarding quality teaching and learning in Science Education to ensure effective learning is taking place.
- Be available for conferences with individual teachers about teaching and learning.
- Provide evidence of dynamic, engaging and relevant pedagogy including ICT.
- Ensure all teachers in the learning area provide programs that reflect careful planning and preparation.
- Ensure that assessment procedures are compliant with SCSEA and College Policies and Guidelines.
- Develop a sense of community within the learning area based on trust, collaboration and genuine service.
- Encourage the establishment of a safe, purposeful classroom environment where a sense of community prevails.
- Establish procedures within the learning area to ensure regular and effective communication with families and students.
- Co-ordinate and oversee the development of the College's Science curriculum, encouraging and developing new programs involving all Science Learning Area staff.
- Co-ordinate the learning area curriculum within the context of the whole educational program offered by the College.
- Work collaboratively with the Deputy Principals and Heads of House supporting staff with behaviour management and pastoral care.
- In conjunction with teachers within the learning area, organising the curriculum for each year level.
- Leading the Science Learning Area in line with the Australian Standards for Teachers (ATISL).
- Ensure the Science Learning Area operates in fidelity to Catholic teaching on the basis of Catholic social teaching.
- Consult with the Leadership Team on professional matters associated with staff within the learning area, including classroom management, teaching effectiveness, ICT integration.
- Assist the Deputy Principal in preparing learning area timetables and reports.
- Analyse data to improve teaching and learning.
- Accept responsibility for the selection of textbooks and other teaching materials, within the learning area.
- Demonstrate an ability to manage a budget for the teaching and learning needs of the learning area.
- Work with the Academic Board to ensure effective teaching and learning practices reflect on current research and promote positive learning outcomes for students.
- Counsel students to assist them to develop their full potential including subject selection.
- Conduct learning area meetings as per the College calendar.
- Organise effective professional learning opportunities for learning area staff to assist with their professional growth.

### **PERSONAL QUALITIES**

- Excellent verbal and written communication skills.
- Personal commitment to tasks undertaken.
- Enthusiasm, growth mindset and energy.
- High standard of organisational and time management skills.
- Work collaboratively with staff, students and parents.
- Have the ability to listen and be a team player.
- Display generosity.

***St Norbert College encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds.***