



POSITION DESCRIPTION

Position:	Head of Learning Area – Technology & Commerce	Classification:	Teacher
Reports to:	Deputy Principal – Teaching & Learning	Tenure:	Fixed Term

The Head of Technology & Commerce holds a key leadership role within the College, responsible for delivering innovative, engaging, and relevant teaching and learning experiences.

As a leader, this role places a strong emphasis on supporting our College Mission, fostering a highly effective team and the delivery of outstanding learning opportunities. This includes programs, pedagogy and assessment methods to enhance the overall learning experience of our students.

KEY RELATIONSHIPS:

Principal, Deputy Principal Teaching and Learning, Director of Academics, Head of Professional Learning, ICT Manager, Library and Enrichment team, Staff and Students.

1. MAIN RESPONSIBILITIES

1.1 Mission

- Advocate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Support the Director of Mission to provide opportunities that enable our student and staff to develop their faith through opportunities such as Masses, Rosary, Prayer, Retreats and Reflection days.
- Enable students to attain the knowledge and beliefs that will enable them to develop understanding and connection to their faith and to see its relevance in their daily lives.
- Encourage all teachers to respect the dignity and uniqueness of each student.

1.2 Leadership

- Foster a supportive and collegial professional environment.
- Provide leadership and encourage innovation in all areas of curriculum development, in both the WACE courses and lower school courses.
- Be an active member of the Academic Council who represents the Learning Area.
- Model and advocate a commitment to ongoing professional learning among Learning Area staff.
- Participate in external professional networks such as professional associations, School Curriculum and Standards Authority, WACE examination panels or marking, Course Advisory Committees and network meetings.
- Demonstrate the ability to make informed decisions while encouraging the active involvement of staff in decision-making.
- Support the College Leadership Team in achieving and articulating the strategic goals across the College.

1.3 Staff Development

- Mentor, support and challenge Learning Area staff to continually strive for improvement.
- Develop the professional expertise of Learning Area staff through their active participation in professional development opportunities.
- Lead the Excel professional growth process of Learning Area staff
- Assist in the recruitment, induction and development of new staff.
- Provide support for staff in matters of classroom management, academic or pastoral concerns.
- Establish clear professional expectations for Learning Area staff.

1.4 Teaching and Learning

- Demonstrate a comprehensive understanding of current educational issues.
- Model and advocate contemporary practice in teaching and learning.
- Oversee content, pedagogy and assessment of courses being taught in Technology and Commerce.
- Facilitate and develop exciting, innovative programs that cater for all abilities through differentiation.
- Liaise with the Deputy Principal Teaching and Learning in regard to all aspects of learning to ensure programs are innovative and reflect our Connecting Learning to Life Strategy.
- Liaise with Enrichment Centre staff to ensure that individual students receive support or extension appropriate to their academic needs.
- Demonstrate leadership in the use of Information Communication Technology to enhance learning.
- Ensure the Deputy Principal Teaching and Learning is kept regularly informed regarding issues, events and achievements of staff and students within the Learning Area.
- Collaborate with other Learning Areas to establish and develop cross-curricular programs.

1.5 Administration

- Determine grade distributions in consultation with the Deputy Principal Teaching and Learning and use this data to develop an awareness of student performance and progress.
- Ensure Senior School courses are implemented according to the School Curriculum and Standards Authority and provide all required data according to specific timelines.
- Oversee assessment programs, ensuring that standards and consensus across assessment items are maintained.
- Facilitate effective Learning Area meetings that promote growth of staff.
- Oversee events, activities and excursions (and any associated compliance requirements), that promote the Learning Area.
- Effectively manage the annual Learning Area budget and resources.
- Submit information relevant to the Year level for the News Blog, College App, Social Media.
- Update information for Curriculum Handbooks and promote the courses offered by the Learning Area.
- Collaborate with staff and Deputy Principal Teaching and Learning in determining recipients of student awards.
- Provide an annual report to the Principal addressing Learning Area achievements, challenges and suggested staff development.

1.6 General

- Support the College Executive Team in all aspects of College life.
- Attend all Academic Council meetings.
- Attend Staff meetings, College and Year Masses, Assemblies, Camps and College functions as required.
- Participate in all school-based professional learning activities.
- Perform other duties as required.

2. SELECTION CRITERIA

Essential

- Commitment to the ethos and values of Catholic and Mercy education.
- A proven ability to provide effective leadership.
- Understanding of current research relevant to the education of girls.
- Exemplary knowledge and proven practice in contemporary teaching and learning of subjects such as Technology, Business Management and Enterprise and/or Accounting.
- The capacity for innovative thinking to ensure the relevance and engagement of students.
- Ability to effectively guide the continued growth and development of staff.
- Exemplary interpersonal and communication skills to develop collaborative teams.
- Expertise and confidence in resolving issues.
- Demonstrated commitment to ongoing professional learning.
- Excellent organisational skills.

3. TERMS OF EMPLOYMENT

- Hold current registration with the Teacher Registration Board of Western Australia.
- Hold, or be working towards completion of, Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education.
- Working with Children Check (WWC) required.
- National Criminal History Check (as issued by the Department of Education WA).