

Head of Learning Area (HOLA)

YOUR TITLE	Head of Learning Area (HOLA)	WHO YOU REPORT TO	Programs Manager - Education
YOUR TEAM	SEDA College WA	WHO REPORTS TO YOU	NA

At SEDA College WA, we help young people get the most out of life by walking side by side with them, every step of their journey. We believe that happy and healthy people, are high performing people.

How do you contribute to the bigger picture?	The Head of Learning Area (HOLA) is responsible specifically for the leadership and development of the learning area throughout the school, ensuring that each student is positively encouraged to develop their potential to the full. The HOLA will be expected to work closely with colleagues in the department and across other curriculum areas.
Our Values	<p>To walk beside our students and be GREAT together:</p> <ul style="list-style-type: none"> • Growth - We challenge our people to grow and be stretched to become the best versions on themselves, • Resilience – We know that things don't always go to plan, and when they don't, we are strong, and we bounce back, • Empathy – We are inclusive and sincere, with a focus on understanding the individual and creating an environment where everyone feels welcome, • Accountability – We take responsibility for ourselves and follow through on our commitments, • Teamwork – We embrace one another. We share our successes, and our challenges.
Qualifications and work requirements	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Appropriate qualifications and accreditation required to lead the specific learning area. • Certificate IV Training and Assessment (or willingness to complete). • Senior First Aid (or willingness to complete). • Registration with the Teachers Registration Board of Western Australia. • Current and valid Working with Children Check. • Current and valid Drivers License.

	<ul style="list-style-type: none"> • Currency of vaccination status for COVID19.
Award	<p>Teachers (Public Sector Primary and Secondary Education) Award 1993 Level 2</p> <p>The HOLA does not have a dedicated teaching and learning load.</p> <p>An allowance of \$2,500 is provided as part of the HOLA position.</p>
Where and when will you be working?	<p>The Head of Learning Area works across multiple campuses of the College from 8.00am – 4.30pm across the school year.</p>
Key relationships	<p>Students, Parents/Carers, Teachers, Student Connect team, Assistant Principals, College Executive, and other College staff.</p>
Knowledge, experience, and skills	<ul style="list-style-type: none"> • Strong interpersonal skills enabling the Head of Learning Area to relate positively with staff, students, and parents. • Professional expertise combined with educational vision and strong sense of purpose consistent with the ethos of the College. • Outstanding classroom practice. • Understanding of educational issues. • Ability to deal with people in a way which respects and builds personal integrity. • Exemplary leadership skills. • An ongoing commitment to the personal and professional development of self and others.
The standards you need to meet – key activities	
	<p>Head of Learning Area Responsibilities</p> <p>The HOLA plays a significant role in the leading of the College approach to learning area being led. This includes, but is not limited to;</p> <ul style="list-style-type: none"> • Planning, development, implementation, and review of successful curriculum programs (including course and assessment outlines), • Administration, data entry and reporting of learning area for all regulatory related items (including SCSA, SIRS, etc), • Representing the College for all learning area responsibilities (including moderation),

- Overseeing the development and training of relevant staff at the College and leading professional learning sessions that promote good practice.
- Ensuring the College programs (teaching, learning and assessment) are progressive and innovative, leading best practice in education,
- HOLA (Math/English) will lead the Colleges approach to OLNA achievement.

myPlan

The HOLA is a student facing position and therefore plays an important role in the growth and development of our students. The HOLA will ensure the holistic development of the student by implementing the College direction with myPlan.

This includes:

- Booking, facilitating and documenting growth and coaching conversations with students using myPlan,
- Actively participate in and support student achievement through myPlan (including work placement program and mySkill development),
- Participation in myPlan meetings across the school year with students and parents/carers.

Standard of Education

The HOLA position plays a vital role within the Colleges approach to the standard of education. This includes:

- Working from campuses as per the timetable to provide support, guidance and coaching to staff and students,
- Conduct regular observations of teaching staff according to the College observation framework,
- Support teachers with student and class management, including educating student behavior and implementation of the student code of conduct,
- Liaise with parents/carers to create and maintain positive relationships and to keep them informed,
- Lead the development of individual education plans (IEPs) and coordinate their implementation with teachers,
- Teach (and team teach) classes as required.
- The HOLA is the first point of contact for internal relief.

Student Experiences

	<p>The College creates and connects students with positive learning and growth experiences. The HOLA is required to:</p> <ul style="list-style-type: none"> • Create, present, and maintain an annual budget relating to the learning area and student experience program, • Coordinate trips and activities that enhance the student experiences relating to the learning area, • Contribute to the boarder student experience program, including Game On, School Sport WA programs, Community Camps, and other incursions/excursions.
<p>What success looks like:</p>	<p>Success of the HOLA is defined by the engagement and outcomes of the College students, parents/carers and reporting authorities. Specifically, success includes:</p> <ul style="list-style-type: none"> • The implementation of a compliant, progressive, and innovative learning program (including e-learning and mySEDA), • Authentic growth and development conversations with students and teachers on a regular basis. • Academic and engagement outcomes relating to the learning area are positive and continually reviewed for best practice and improved achievement, • Ensuring all SCSA documentation and data collection is maintained and managed to meet deadlines. • Collaboration with other learning area leaders and wider college staff to implement an integrated program.
<p>Your work, health, and safety responsibilities</p>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> • Follow the requirements of being a Child Safe school. • Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on college premises. • College premises may include places away from the College campuses such as a campsite or where College excursions may take place from time to time. • Ensure understanding and compliance of the College OHS policy. • Create a culture of safety that precipitates the development, maintenance, and promotion of a healthy working environment.

	<ul style="list-style-type: none"> • Complying with, to the best of your ability, all instructions given to you to ensure your own safety and health. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your college leader including damaged College property
Code of conduct	You are responsible for ensuring you act within the framework of the College's Staff Code of Conduct.
Ongoing professional development	Strive to be GREAT by consistently living the College values of <i>Growth, Resilience, Empathy, Accountability and Teamwork</i> . You are required to participate in the College performance development program (myDevelopment) which will assist you and your Leader in mapping professional development to meet your and the College's goals.

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

What does the average, perfect day look like for a HOLA?

Time	Responsibilities
8.00-9.00	<ul style="list-style-type: none"> • Arrival at allocated campus (8.30am latest) • myConversations with students (myPLAN) • Coaching conversations with teaching staff • Student support
9.00-9.30	<ul style="list-style-type: none"> • Team teaching of myDevelopment
9.30-10.45	<ul style="list-style-type: none"> • Professional learning/observation with teaching staff
10.45-11.15	Morning Tea
11.15-12.30	<ul style="list-style-type: none"> • HOLA administrative and compliance responsibilities • Student support
12.30-1.15	Lunch
1.15-2.30	<ul style="list-style-type: none"> • Teaching of session • Team teaching • Student support
2.30-3.00	<ul style="list-style-type: none"> • HOLA administrative and compliance responsibilities • Student support • Participation in practical sessions
3.00 onwards	<ul style="list-style-type: none"> • Student support • Coaching conversations with teaching staff • Team/College meetings • HOLA administrative and compliance responsibilities (including moderation/validation of assessment)