



POSITION DESCRIPTION

Position: Head of Learning Area – Religious Education

Reports to: Deputy Principal – Teaching & Learning

Classification: Teacher

Tenure: Ongoing

Santa Maria College is a progressive Catholic school for girls, overlooking the Swan River in Attadale, Western Australia. It is a Years 5-12 school, inspired by our foundress Catherine McAuley that offers outstanding opportunities for both day and boarding students.

ROLE DESCRIPTION

This leadership role also has a strong focus on promoting our Catholic faith and our Mercy ethos.

Our Heads of Learning play a critical role in shaping a culture that empowers students to succeed in their chosen pathways. As a Head of Learning, you will lead with purpose and passion, ensuring teaching and learning programs are aligned with the College's mission, are innovative and responsive to the evolving needs of our students.

This role places a strong emphasis on 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 Mission, Director of Academics, Head of Professional Learning, Library & Enrichment Team, Staff and Students.

1. MAIN RESPONSIBILITIES

1.1 Mission

- Advocate a strong sense of purpose consistent with the College Mission.
- Model Gospel and Mercy values and promote their importance.
- Enable students to attain knowledge and beliefs that will assist them to develop understanding and connection to their faith and to see its relevance in their daily lives.
- Support the Director of Mission to provide opportunities that enable our students and staff to develop their faith such as Masses, Rosary, Prayer, retreats and reflection days.

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 Executive Team in achieving and articulating the strategic goals across the College.

1.3 Building Staff Capability

- 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 pedagogy, academic or pastoral concerns or classroom management
- Establish clear professional expectations for Learning Area staff.

1.4 Teaching and Learning

- Model and advocate contemporary practice in teaching and learning.
- Oversee programs, content, pedagogy and assessment of courses being taught in Religious Education
- 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 achievements, issues and events of staff and students within the Learning Area.

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 and student learning.
- Oversee events, activities and excursions that promote the Learning Area.
- Effectively manage the annual Learning Area budget and resources.
- Submit information relevant to the Learning Area 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 as a visionary leader
- Exemplary knowledge and proven practice in contemporary teaching and learning of Religious Education including the ability to teach senior courses.
- 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 relevant Accreditation requirements for Catholic Schools.
- Working with Children Check (WWC) required.
- National Criminal History Check (as issued by the Department of Education WA).