



Loyola College

Position Description Head of Learning

The Head of Learning has a major role in the establishment of educational policy and in the implementation of the curriculum within the College. Active participation in DOCAL and its committees is an important aspect of this role.

The Head of Learning is a facilitator of curriculum development in two ways:

- a) within his or her own particular Faculty
- b) in the overall curriculum policy of the College.

The Head of Learning is responsible to the Principal via the Deputy Principal Teaching and Learning for the effective management of a Faculty and to the teachers within the Faculty for leadership and direction in matters of policy, curriculum content, teaching strategy and resources. These responsibilities entail the following duties.

Duties

Curriculum Leadership

- a) To promote a shared philosophical approach within the Faculty;
- b) To ensure the existence and ready availability of detailed up-to-date Course Outlines and Subject Descriptions for all subjects within the Faculty;
- c) To be aware of trends and events relevant to the content and teaching of the subject, in particular the AusVELS, Victorian Certificate of Education, VCAL and VET;
- d) To ensure that common content is taught in all classes at each subject level;
- e) To stimulate interest in subjects among the College community via subject weeks, Ignatian articles, Open Day displays, information sessions and other activities;
- f) To read, research and evaluate classroom resources as they are promoted and allocate them appropriately to each team level;
- g) To provide leadership in the development of varied and interesting processes for the delivery of subject content;
- h) To be responsible for continuing evaluation and development of the Faculty's courses;
- i) To develop a unified approach to assessment and reporting within the Faculty in line with the general College policy;
- j) To advise the Principal on employment of new teachers and the most effective deployment of teachers for the achievement of the Faculty's educational aims;
- k) To maintain specialist rooms where appropriate in conjunction with Subject Leaders and the Business Manager;
- l) To identify and inform the ICT Manager of equipment repairs
- m) To monitor ICT equipment in the laboratories and follow up on damaged equipment;
- n) To organise teaching resources and to ensure that teachers are aware of and have access to them;
- o) To ensure provision for gifted and learning integrated students within the subjects taught by the Faculty, in conjunction with the Head of Student Services;
- p) To participate in the subject selection process, particularly as students commence VCE studies, including attendance at parent information evenings;

- q) To maintain professional standards by relevant reading, attendance at inservices and conferences and gaining appropriate additional qualifications;
- r) To encourage student participation in subject competitions, summer Schools and other extension activities outside the College;
- s) To promote the use of ICT in the Faculty.
- t) To continue to promote and build team culture within the faculty and subject teams.
- u) To promote innovation within the curriculum.

Professional and Pastoral Leadership -

- a) To demonstrate a clear commitment to the Ignatian ethos and practice of the College;
- b) To provide a role model of professional behaviour including quality teaching, positive approach, punctuality, appropriate dress, efficiency with paperwork and maintenance of a tidy environment;
- c) To participate in the wider school by support of the co-curricular program and LPFA and LSA functions;
- d) To monitor and enhance morale within the Faculty;
- e) To be responsible for staff development, in consultation with the Deputy Principal – Staff and Deputy Principal - Administration;
- f) To supervise the work of Subject Leaders within the Faculty;
- g) To share in the pastoral care of staff, particularly those new to the College, including provision of encouragement, acknowledgment of effort and sharing of ideas on classroom practice;
- h) To make use of networks, regional representatives and subject associations and to pass on relevant information to subject teachers;
- i) To ensure that reports of in-services attended by Faculty members are distributed and discussed;
- j) To Chair regular meetings in which teachers discuss and plan activities as a Faculty;
- k) To arrange and monitor subject teams of teachers within the Faculty and appoint team leaders;
- l) To be available for parental contact as required and appropriate regarding curriculum and teacher enquiries or concerns;
- m) To organise guest speakers for classes to enrich the curriculum;
- n) To be aware of the gifts of individual teachers and abilities and provide encouraging and affirming opportunities and forums for them;
- o) To ensure that resources, materials and equipment are safely and appropriately stored;
- p) To represent the College in external forums as appropriate;
- q) To ensure that staff are aware of safety issues relevant to the Faculty;
- r) To oversee and monitor the work of Faculty specific Assistants.

Administrative Leadership -

- a) To prepare budgets in consultation with Subject Leaders and the Deputy Principal Teaching and Learning;
- b) To submit annual proposals for capital expenditure;
- c) To maintain a record of subject expenditure and monitor the Faculty Budget;
- d) To administer the Faculty budget, overseeing the purchase of books, materials and equipment;
- e) To be responsible for the preparation of booklists and relevant ipad 'Apps';
- f) To oversee planning and implementation of excursions within the Faculty;
- g) To maintain a file of appropriate resources for subjects taught within the Faculty;
- h) To oversee conduct of subject competitions within the Faculty;
- i) To ensure that copyright regulations are followed in the Faculty.

Other

Perform such other appropriate duties as may be required by the Principal

Annual Report to the Principal

- Provide an annual written report to the Principal in August of each year to address the following areas: achievements, progress on goals for the year, any issues or concerns and recommendations for the following year

POL	3
Tenure	2-3 years
Period Allocation	6-8 periods

Faculty Specific

Religious Education

- To co-ordinate preparation of class, full school, staff and co-curricular Masses;
- To facilitate year level and house paraliturgies;
- To facilitate prayer and meditation activities inside and outside the classroom;
- To organise contribution by staff and students to prayer in the daily notices;
- To organise students to lead prayer at school assemblies;
- To organise staff contributions to Staff Briefing prayer/reflection;
- To co-ordinate preparation and running of the year twelve Retreat and Seminar Days at years eleven and twelve;
- To liaise with chaplains and organise chaplains' contact with classes;
- To represent the religious dimension of the College on DOWAL;
- To represent the religious dimension of the College on the Co-curricular Reference Group;
- To liaise with DOWAL, the Deputy Principal Students and the LSC regarding charitable giving and maintain a file regarding communication with charitable organisations;
- To set up the chapel for Mass, purchase materials for the chapel and maintain liturgical materials;
- To oversee the Year Eleven Christian Service program

English -

- To read widely on a literary as well as professional basis;
- To encourage Faculty members to read both contemporary and traditional novels;
- To organise the allocation of students to English Extension subjects in years 7 and 8 in conjunction with the Head of Student Support Services.
- To co-ordinate ESL students in conjunction with Head of Student Support Services.
- To Co-ordinate the literacy programme

Visual Arts

- Oversee and monitor the work of the Visual Art Assistant

Design and Technology

- Identify and inform the ICT Manager of equipment repairs,
- Monitor ICT equipment in the laboratories and follow up on damaged equipment.
- To oversee the work of the Food Assistant

Science -

- To be responsible for the direct supervision of the Laboratory Assistants;
- To supervise laboratory maintenance and purchase of equipment and materials.

Languages

- a) To organise the allocation of students to Language subjects in years 7 and 8 in conjunction with the Administration Co-ordinator.
- b) Monitor and oversee the work of the Language Assistant(s).
- c) To work in collaboration with the Intercultural Perspectives Coordinator to arrange homestays for the Language Tours and our Language Sister Schools.

Mathematics -

- a) To organise the allocation of students to Mathematics Extension subjects in years 7 and 8 in conjunction with the Head of Student Services;
- b) To organise the allocation of students to relevant Maths subjects at Year 10.

Performing Arts -

- a) To oversee and promote the Winter Arts Show, School Musical, School Play and the House Eisteddfod;
- b) To liaise with Subjects Leaders regarding performances, displays and competitions within or outside of the College;
- c) To organise the allocation of students to Music subjects in years 7 and 8 in conjunction with the Music Programs Co-ordinator and the Administration Co-ordinator;
- d) To supervise the Music/Performing Arts Assistant

Physical Education and Health & Outdoor Education

- a) To oversee the Outdoor Education Camps Programme at Years 8 - 12.
- b) Attendance at the Year 9 Outdoor Education Camp and attendance at a minimum of 2 of the Year 8 Outdoor Education Camps per year.
- c) Audit and monitor H.P.E. equipment/store room
- d) Overseeing the staff H.P.E. uniform and monitoring its use.
- e) Ensure the department adheres to the OH&S requirements for Outdoor Education and Physical Education.

Attendance

Heads of Learning are required to attend the following events:

- Respective House Mass
- House Eisteddfod
- College Awards Evening
- Parent Information Evenings
- Faculty related student events (House Public Speaking and Debating Final)
- Senior Programs Transition Evening
- House Parent Dinner
- Year 12 Parent Breakfast – Term One
- Year 6 Interviews (3 per year)
- Year 12 Breakfast and Parade (Term four)
- Year 12 Graduation Mass and Ceremony

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.