



## 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 strategic committees, including DOCAL (Development of Curriculum at Loyola) is an important aspect of this role.

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

- within the Faculty
- in the overall curriculum policy of the College.
- leading the implementation and embedding of the College's Vision for Learning

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 include the following duties.

#### **Duties**

##### Teaching and Learning Leadership

- To promote a shared philosophical approach within the Faculty;
- To ensure the existence and ready availability of detailed up-to-date Course Outlines and Subject Descriptions for all subjects within the Faculty;
- To be aware of trends and events relevant to the content and teaching of the subject, in particular the Victorian F-10 Curriculum, VCE (Victorian Certificate of Education) and VET (Vocational Education and Training);
- To ensure that common content is taught in all classes at each subject level;
- To stimulate interest in subjects among the College community via subject weeks, Ignatian articles, Open Day displays, information sessions and other activities;
- To read, research and evaluate classroom resources as they are promoted and allocate them appropriately to each team level;
- To provide leadership in the development of varied and interesting processes for the delivery of subject content;
- To be responsible for continuing evaluation and development of the Faculty's courses;
- To develop a unified approach to assessment and reporting within the Faculty in line with the general College policy;
- 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;
- To maintain specialist rooms where appropriate in conjunction with Subject Year Level Team Leaders and the Business Manager;
- To identify and inform the ICT Manager of equipment repairs
- To monitor ICT equipment in the laboratories and follow up on damaged equipment;
- To organise teaching resources and to ensure that teachers are aware of and have access to them;
- To ensure provision for a diverse range of learning programs
- To support students with diverse learning needs, for example gifted and talented students and those with additional needs, in conjunction with the Head of Student Services and Learning Diversity Teachers;
- To participate in the subject selection process, particularly as students commence VCE studies, including attendance at parent information evenings;
- To maintain professional standards by relevant reading, attendance at in-services and conferences and gaining appropriate additional qualifications;
- To encourage student participation in subject competitions, summer Schools and other extension activities outside the College.

### **Professional and Pastoral Leadership -**

- To demonstrate a clear commitment to the Ignatian ethos and practice of the College.
- 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.
- To participate in the wider school by support of the co-curricular program and LPFA and LSA functions.
- To monitor and enhance morale within the Faculty;
- To be involved in the professional development of staff, in consultation with the Deputy Principal – Staff & Compliance and Professional Development Coordinator;
- 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;
- To make use of networks, regional representatives and subject associations and to pass on relevant information to subject teachers;
- To ensure that feedback following attendance at any Professional Development is distributed and discussed by relevant staff;
- To Chair Faculty meetings in which teachers discuss and plan activities as a Faculty;
- To arrange and monitor subject teams of teachers within the Faculty and appoint team leaders;
- To be available for parental contact as required and appropriate regarding curriculum and teacher enquiries or concerns;
- To organise guest speakers for classes to enrich the curriculum;
- To be aware of the strengths and areas to develop of individual teachers and abilities and provide encouraging and affirming opportunities and forums for them;
- To ensure that resources, materials and equipment are safely and appropriately stored;
- To represent the College in external forums as appropriate;
- To ensure that staff are aware of safety issues relevant to the Faculty;
- To oversee and monitor the work of Faculty specific Assistants.
- To collaborate with other learning areas to facilitate opportunities for cross-curricular learning

### **Administrative Leadership -**

- To prepare budgets in consultation with Subject Leaders and the Deputy Principal Teaching and Learning;
- To submit annual proposals for capital expenditure;
- To maintain a record of subject expenditure and monitor the Faculty Budget;
- To administer the Faculty budget, overseeing the purchase of books, materials and equipment;
- To be responsible for the preparation of booklists and relevant digital devices;
- To oversee planning and implementation of excursions within the Faculty;
- To maintain a file of appropriate resources for subjects taught within the Faculty;
- To oversee conduct of subject competitions within the Faculty;
- To ensure that copyright regulations are followed in the Faculty.
- To ensure that Faculty Strategic Plans are revised and updated as needed
- To oversee books used by the faculty (Box of Books)

### **Meetings**

The Head of Faculty is required to attend the following meetings:

Head of Learning (weekly)

College Leadership

Head of respective faculty (Chair)

DOCAL (on rotation)

Rotating representation on a variety of leadership meetings (eg OHS or Positively Ignatian)

**Other**

Perform such other appropriate duties as may be required by the Principal.  
Submission of an annual faculty report to the College Principal.

**Attendance**

Heads of Learning are required to attend the following events:

- Respective House Mass
- College Awards Evening
- Parent Information Evenings
- Faculty related student events (House Public Speaking and Debating Final)
- Senior Subject Selection Evening
- Year 6 Interviews (2/3 per year)
- Year 12 Graduation Mass and Ceremony
- Open Day

**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.

**Time Allocation**

This position attracts a time allocation of 10 x 60-minute periods

**POL Status**

This is a POL 3 position

**Period of Appointment**

3 years

**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.