



POSITION DESCRIPTION

HEAD OF LEARNING AREA – TECHNOLOGY & COMMERCE

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

ROLE DESCRIPTION

The Head of Technology & Commerce is a key leadership role within the College who is responsible for the delivery of innovative, engaging and relevant teaching and learning.

This leadership role has a strong focus on supporting our College Mission, team leadership, staff development and the delivery of outstanding learning opportunities, including programs, pedagogy and assessment.

1. SELECTION CRITERIA

- 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 subject such as Accounting, Business Management & Enterprise and Technology.
- 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

2. MAIN RESPONSIBILITIES

2.1 Mission

- Advocate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Liaise with and 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.
- Involve students in planning and organising programs that enhance social justice, community service and promoting positive relationships in the community.
- Encourage all teachers to respect the dignity and uniqueness of each student

2.2 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 mandated Religious Education 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.

2.2 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 appraisal 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.

2.3 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 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 issues, events and achievements of staff and students within the Learning Area.
- Collaborate with other Learning Areas to establish and develop cross-curricular programs.

2.4 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.

2.5 General

- Support the 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.

3. TERMS OF APPOINTMENT

i. Salary:

Head of Technology & Commerce salary is linked to CEWA Salary Scale as follows:-
Teaching Salary Commensurate to years of experience
Promotional Allowance – Category 1 Step 1
Senior Teacher (CS) Allowance – with valid Accreditation

ii. Tenure:

The Contract of Employment is for 5 years
This position has a 0.8 FTE teaching allocation