



St Bede's  
College

# Role Description

## Learning Area Leader

### Cross Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The position of Learning Area Leader is an important position within the College and has a prime focus on improved learning and teaching across the Learning Area. The Learning Area Leader is a highly competent educator who prioritises improving student learning outcomes.

## Attributes and Competencies

The Learning Area Leader is expected to exhibit the following qualities and competencies:

- A firm belief in and demonstrated commitment to the Catholic Ethos, Mission and Vision of the College.
- A demonstrated capacity to lead the relevant Learning Area in curriculum design, pedagogy and assessment.
- Demonstrated personal excellence in Learning and Teaching with supporting evidence.
- Demonstrated capacity to articulate educational issues and perspectives in communication with colleagues and others, with the ability to strongly support professional learning.
- An active support of strategic teaching and learning initiatives and the ability to contextualise them for Learning Area staff.
- A high level of understanding and commitment to student safety and wellbeing extending beyond the classroom.
- A demonstrated commitment to ongoing professional growth for the benefit of the College community
- Demonstrated capacity to develop and maintain cooperative working relationships with all staff and students.
- A high level of administrative and organisational ability and the ability to work as part of a team.

## Specific Duties

### Instructional Leadership

- Develop and implement coherent, challenging and rich curriculum according to the Victorian Curriculum, the VCE and VCE Vocational Major where appropriate. This is done in consultation with Learning and Teaching Leaders, other staff members and the Deputy Principal Learning and Teaching.
- To be a presence across both campuses and collaborate with relevant teaching staff to ensure alignment of the curriculum and pedagogy (where appropriate) across the College.
- Ensure programs are appropriate for the diverse learning needs of students and support teachers with adjustments and modifications to support the learning of all students.
- Ensure that Learning Area programs conform to St Bede's College policies particularly with respect to the *Child Safety Policy*, *Child Safety Code of Conduct*, the *Teaching and Learning Policy* and the *Assessment, Feedback and Reporting Policy*.
- Ensure that teachers within the Learning Area conform to the curriculum guidelines in relation to content, assessment and reporting methodology.
- Leadership of teachers within the relevant Learning Area on the implementation of appropriate evidence-based practice in order to maximise student outcomes.

- In collaboration with the Deputy Principal Learning and Teaching and the College Timetabler, manage staffing within the Learning Area for both short and long-term need.
- To provide instruction and support for teachers within the relevant Learning Area on the implementation of pedagogy that leads to improved student outcomes.
- To ensure that assessment of learning reflects the relevant curriculum (ie. Victorian Curriculum, VCE or VCE VM) and clearly states what students need to know, demonstrate and understand.
- To administer the relevant subject information, including assessment tasks, on SIMON.
- To ensure that curriculum documentation is relevant, up to date and reflects the unit of work as it is taught.
- Critically present and analyse data in relation to NAPLAN, PAT and VCE results and other sources and share the implications of such data with team members.
- To ensure that practice within the Learning Area is informed by relevant data.
- Support, monitor and coach individual staff in the performance of their professional responsibilities, ensuring that practice reflects the St Bede's College Teaching and Learning Policy.
- To set goals for the Learning Area in line with College priorities each year and report on the progress of these goals.
- Ensure that cross marking and/or moderation is a regular feature of assessment to ensure reliability of assessment judgements.
- Ensure that curriculum is reviewed and updated in order to utilise available resources and allow teachers to focus on appropriate pedagogy.
- Lead Learning Area meetings, which focus on learning (student learning, professional learning, professional dialogue and sharing of practice).
- Assist new staff and support them in their transition into the Learning Area/College.

### **Administration Tasks**

- Work with staff to identify appropriate excursions/incursions for different year levels and seek the appropriate approval in light of competing school requirements.
- Consult with the staff on the selection of resources and make recommendations to the Learning and Teaching Leaders and the Deputy Principal Learning and Teaching.
- Work closely with the Resource Centre Leader in relation to selection of resources for the Centre.
- Prepare and monitor the Learning Area budget in conjunction with the Business Manager and the Deputy Principal Learning and Teaching.
- Present, on a regular basis, material from the Learning Area for the College Newsletter and other appropriate forums (such as the College Website) at least once a semester.
- Take responsibility for the ordering, care, and repairs of all College equipment.
- Where applicable, oversee Support Staff associated with the Learning Area.
- Work with staff to provide course outlines for all subject information booklets.
- Work with the Deputy Principal Learning and Teaching, the College Administrative Leader/Campus Administrative Coordinator and the Teaching and Learning Leaders in regards to examinations.

## Other Requirements

- Show respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- Be a member of interview panels as required
- Attend information and award evenings as required
- Attend and run meetings as required
- A formative appraisal will occur at least once during the appointment period
- Other duties as assigned by the Principal or Deputy Principal Learning and Teaching

The **Learning Area Leader** reports to the **Deputy Principal Learning and Teaching**.

These are three-year Position of Leadership appointments (2025-2027).

Each Learning Area Leader is allocated a POL Level and a Time Release of a particular number of (60 minute) periods per cycle, as detailed for individual roles below:

Role	POL Level	Time Release	Face-to-face Periods
Religious Education Learning Area Leader*	3	16	21
English Learning Area Leader	3	16	21
Mathematics Learning Area Leader	3	16	21
Science Learning Area Leader	3	16	21
HPE & OED Learning Area Leader	3	16	21
Humanities (History & Geography) Learning Area Leader	3	16	21
Humanities (Commerce) Learning Area Leader	2	12	25
Visual Arts & Media Learning Area Leader	3	14	23
Head of Technologies: <ul style="list-style-type: none"> <li>• Digital Technologies Learning Area Leader</li> <li>• Materials Technology Learning Area Leader</li> </ul>	3	16	21
LOTE Learning Area Leader	2	12	25
Drama Learning Area Leader	2	4 + 8 TIL	25

*\*Addendum for this role supplied upon request.*