

HEAD OF LEARNING - SECONDARY

POSITION DESCRIPTION



Reporting to:	Head of Curriculum - Secondary
Teaching:	Ongoing
Fraction:	Fulltime
Leadership time release:	0.2FTE
Leadership Tenure:	Four years
Leadership Salary:	Category 4

Position Context

Hume Anglican Grammar is a co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2018, Hume will have a student enrolment of over 1,100 and a staff complement of 105, 74 of whom are Teaching Staff. This will grow over the next two years to reach 1,230 students with a corresponding cohort of teaching and general staff. The school will continue to develop its academic culture, infrastructure and organisational sophistication to cater for the increasing enrolments. The School's new Donnybrook Campus will open in the Olivine development in 2019, on an 8 hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley Campus.

Purpose of the Position

Hume Anglican Grammar acknowledges the critical role of school leaders in developing an innovative and vibrant learning culture across the school community. Through this leadership the school is able to pursue a holistic approach to the delivery of an academic program which intimately connects best teaching practice to enhance the learning outcomes for the students.

A Head of Learning drives the scope and sequence of the academic program and provides expert advice to the teachers within their area of responsibility to deliver a relevant, stimulating and effective teaching program. Equipped with extensive knowledge of their specific discipline, and knowledge of contemporary Teaching & Learning practices, the Head of Learning will encourage a safe, stimulating and challenging environment, whilst promoting the School's philosophy, policies and procedures.

The Head of Learning is recognised and respected by colleagues, parents and community members as a model teacher. They have demonstrated consistent and innovative teaching practice and the ability to successfully initiate and lead activities that focus on improving educational opportunities for all students. They continue to seek ways to improve their own practice and to share their experience with colleagues. They are skilled in mentoring teachers, using activities that develop knowledge, practice and professional engagement in others. They promote creative and innovative thinking among colleagues.

The Head of Learning will encourage a learning ethos and maintain the growth of a high performance culture of continuous improvement and individual merit. They will promote teaching and learning as the core business of the School, facilitating and fostering a positive and productive learning climate for staff and students. Hume Anglican Grammar has five Heads of Learning in the Secondary School, with a sixth being introduced in 2019:

- English (with responsibility for Language other than English)
- Humanities
- Mathematics
- Science (with responsibility for Health & Physical Education)
- The Arts/Technology
- Health and Physical Education (from 2019)

The Head of Learning reports to the Head of Curriculum – Secondary and also works closely with the Director of Teaching and Learning. They are a permanent member of the Secondary Curriculum Committee.

Due to the significant role the Head of Learning plays in the overall leadership of the School, it is expected there will be some additional out-of-hours and non-school day commitment.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of Learning is responsible for managing the academic program within their area of responsibility.

Pertaining to their area, their responsibilities include:

- Developing, implementing, evaluating and revising the selection and sequencing of the curriculum
- Undertaking processes to evaluate the effectiveness of teaching programs using research and workplace knowledge about how students learn
- Evaluating assessment and reporting strategies and using assessment data to diagnose learning needs, comply with curricula and ensure system and/or school assessment requirements are achieved.
- Managing the creation of curriculum documentation including subject descriptions and curriculum mapping
- Promoting the value and importance of the learning area amongst the school community including managing information sessions (e.g. Open Day, Subject Selection, etc.)
- Establishing and maintaining effective communications strategies with parents
- Directing staff through inclusive two-way communication strategies
- Managing booklists and resources
- Managing the development of learning materials for an online presence
- Conducting and chairing regular subject area meetings and maintaining records of meetings
- Being an active member of and contributor to the Secondary Curriculum Committee
- Overseeing the professional development of staff, including by participating in appraisal and mentoring, with the support of the Head of Curriculum – Secondary and the Director of Teaching and Learning
- Overseeing the learning area's teaching space to ensure it promotes a positive and encouraging image
- Assisting the Assistant Principal and Head of Curriculum – Secondary in the construction of the timetable, in particular through input about the allocation of staff
- Formulating and managing a specific budget
- Overseeing the allocation of subject prizes and learning area awards
- Assisting in the selection, appointment and management of staff
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal

Qualifications, Skills and Experience:

Essential

- Leadership experience
- Far-reaching understanding of education in their discipline; including pedagogy, curriculum development and student learning
- Sound understanding of curriculum design and teaching & learning practices
- Expert syllabus knowledge within their area of responsibility
- Current registration, or immediate eligibility for registration with the Victorian Institute of Teaching

Desirable

- Post graduate qualifications in educational management and leadership
- Involvement in relevant professional communities

Personal Qualities

Essential

- Excellent communication and interpersonal skills to build relationships with key stakeholders
- Ability to motivate staff and influence the development of student learning
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities.
- Commitment to professional learning and continuous improvement
- Personal sense of initiative, enthusiasm and high energy
- Sound financial management and budgeting skills
- A resourceful team leader who is able to operate in a mentoring, collaborative and inclusive manner

Desirable

- Demonstrated interest in ongoing personal professional development

Key Selection Criteria

1. Far-reaching understanding of the curriculum within the learning area.
2. Ability to develop, implement, deliver and evaluate teaching and learning programs within the learning area.
3. Proven experience leading others in the implementation of teaching practices and capacity to provide expert advice to the teachers within their learning area.

Date: July 2018