



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

<b>Title</b>	Learning Area Leader – English & Literacy
<b>Classification</b>	Full Time Ongoing Teaching Role
<b>Position of Leadership</b>	POL 3
<b>Time Allowance</b>	10 x 70 minute periods per 10 day cycle
<b>Length of Appointment</b>	3 years
<b>Key Reports</b>	Deputy Principal Learning & Teaching Director of Curriculum & Pedagogy Director of Data Analytics & Digital Innovation
<b>Award</b>	Catholic Education Multi Enterprise Agreement 2018
<b>Membership</b>	Curriculum Leadership Team Literacy & Numeracy Team

## Purpose of the Position

The Learning Area Leader – English & Literacy is responsible to the Deputy Principal Learning & Teaching, Director of Curriculum & Pedagogy and Director of Data Analytics & Digital Innovation for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Learning Area Leader – English & Literacy consistent with the College Mission Statement is to provide a vision for and leadership in the provision of a quality English & Literacy educational program, consistent with a culture of transformation and innovation.

The responsibility of the Learning Area Leader – English & Literacy is to be an expert reference for teaching staff in the curriculum and pedagogy of the English & Literacy Learning Areas. The Learning Area Leader - English & Literacy will be required to have an intimate knowledge of the Victorian Curriculum requirements for curriculum-based learning across the year levels and expertise in contemporary pedagogy to support curriculum delivery. The Learning Area Leader – English & Literacy will meet regularly with the Director of Curriculum & Pedagogy to discuss specific and cross-curricular learning area priorities and ensure their implementation. The Learning Area Leader – English & Literacy will meet regularly with the Director of Data Analytics & Digital Innovation to discuss priorities and strategies for improving Literacy across the College and planning for implementation of these strategies.

The Learning Area Leader – English & Literacy will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

## Portfolio Responsibilities

1. To work in cooperation with Curriculum Leadership Team and Learning Area staff to develop curriculum and assessment based upon best practice as highlighted by educational research.
2. Oversee the development of Learning Area strategic plan, in cooperation with the Director of Curriculum & Pedagogy.
3. Conduct regular appraisal meetings for teachers in the Learning Area, with a view to reviewing and supporting future professional growth and development, as outlined in Professional Learning Plans.
4. Oversee Learning Area-based co-curricular activities together with the Learning Area staff.
5. To develop teaching and assessment practices for the Victorian General and Cross-Curricular Capabilities within the Learning Area.
6. To develop teaching and assessment practices that incorporate the Horizons of Hope framework and MACS' Strategic Curriculum Directions into the English & Literacy Curriculum.

7. To work in cooperation with the Director of Curriculum & Pedagogy to oversee Assessment & Reporting compliance for the Learning Area at the College.
8. To oversee the implementation of a Learning Area curriculum mapping and auditing initiative for subject teachers, incorporating the Victorian Curriculum, VCE and VET requirements, sector requirements and current educational research. This includes:
  - Courses of study
  - Timelines
  - Assessment task descriptions
  - Assessment rubrics
  - Resources
  - Electronic publication and communication between staff, students and parents.
9. To work in cooperation with Director of Curriculum & Pedagogy and Learning Diversity Leader in the design, development, implementation and evaluation of the College's learning and teaching program with particular reference to the area of differentiated learning development priority in alignment with the College's School Improvement Plan.
10. To contribute to the College Curriculum Handbook.
11. To advise of professional learning and excursion priorities for the Learning Area.
12. To chair meetings involving Learning Area staff.
13. Oversee the management of the Learning Area budget, including the organisation of supplies and subscriptions for the Learning Area.
14. Oversee the development and implementation of College-wide Literacy improvement strategic plan, in cooperation with the Director of Data Analytics & Digital Innovation.
15. To facilitate Literacy Professional Learning for teaching staff, according to the determined Literacy strategic plan and in alignment with the College's School Improvement Plan.

### Common Responsibilities

1. Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.
2. Make recommendations and contribute to Curriculum Team discussions about the nature of learning and teaching programs at Year 7-10 following analysis of annual course submissions by Learning Area Leaders and subject teachers.
3. Provide leadership in and contribute to developing staff capacity in ICT, including modelling exemplar practice.
4. Contribute to curriculum policy review and creation, as recommended by the policy review schedule.
5. Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
6. Other duties as required by the Principal and/or Deputy Principal Learning & Teaching.

### Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

## Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College.
5. Excellent leadership, organisational and administrative skills.
6. Highly developed interpersonal and communication skills.
7. An ability to work collaboratively and facilitate dynamic teamwork.
8. An understanding of the Victorian Curriculum Capabilities.
9. A proven capacity to develop differentiated learning programs.
10. An understanding of effective use of educational research.
11. Proven success as an exemplary teacher.
12. Appropriate qualifications and educational experience.

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

## Application Procedure

Prospective candidates are asked to submit their application via our employment portal ([crccsvic.bamboohr.com/careers](http://crccsvic.bamboohr.com/careers)).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan.

**Applications close:** 9:00am Monday 21st August 2023