

Position Description & Duty Statement

Head of Learning Area



POSITION TITLE:	Head of Learning Area		
EMPLOYMENT TYPE:	Full Time	REPORTS TO:	Deputy Principal – Teaching & Learning
CLASSIFICATION:	Teachers Salary - Step 1 – 10, dependant on relevant teaching experience as per Teachers Salary Schedule and positional allowance.		
DATE LAST REVIEWED:	June 2025	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Teach in Catholic Education (Schools)		

Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

Our Core Values

Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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Purpose of Position

The Head of Learning Area (HOLA) provides significant spiritual, pastoral and academic leadership within the College. They are responsible for the effective operation of their learning area and are co-responsible for the overall well-being and academic development of the students in the College. Our HOLAs play a key role in assisting the College in collaboratively working towards its learning vision.

The Head of Learning Area works with the Deputy Principal – Teaching & Learning to lead the development of teaching and learning. The person in the position should have a visionary approach to learning and an acute interest in current and future initiatives in learning and curriculum development. The HOLA will play an integral role in supporting our students to connect and engage with the curriculum, build capacity of learning, grow in academic success and reach their full potential.

Our Heads of Learning Area hold a shared responsibility for promoting the Catholic Ethos of the College and ensuring the pastoral welfare of staff and students. They should display the qualities of a good leader, manager and administrator that are congruent with the mission and values of the College.

The Head of Learning Area is a key leader in the College who oversees the growth and development of their staff teams. They work with their teams to ensure departmental staff are fulfilling their roles as classroom teachers, relationship builders, and behaviour developers of students. They should be able to provide clear direction, enthuse and motivate a team of teaching and support staff to maximise curriculum delivery appropriate to the specific enrichment needs of students.

The HOLA will play an active role in course counselling, academic tracking and working in partnership with teaching teams, students and parents. HOLAs will work to advocate for their learning area and ensure St Mary's College leads through excellence, high expectation relationships, embracing the PBIS framework through a trauma informed lens as a means for classroom management and a wholistic approach that embeds culturally responsible practice and a Catholic worldview within curriculum.

The Head of Learning Area assists in implementing the College philosophy by modelling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that the Head of Learning Area will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning. The Head of Learning Area is responsible for promoting an inclusive educational environment in which all learners are afforded an opportunity to reach their personal best.

This is a highly collaborative role that supports classroom teachers in assessing, designing and supervising the educational programmes for students with diverse learning needs, focussing on providing opportunities of academic extension to all students.

They will also have a commitment to the education of and an understanding of the specific learning needs of Aboriginal and Torres Strait Islander students.

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Key Responsibilities and Duties

The Head of Learning Area has a responsible and persevering attitude towards College policies, maintenance of College tone, and attention to essential records and routine matters. Decisions made by the College Leadership Team should be supported by Heads of Learning Area in a positive manner.

Catholic Identity:

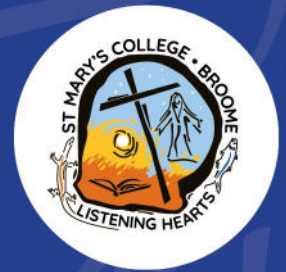
- Model and maintain the Catholic ethos and traditions of the College, ensuring they are reflected and encouraged in all day-to-day mannerisms and teachings.
- Actively contribute to the religious life of the College and the spiritual development of both staff and students.
- Participate in staff faith formation activities and other significant events,
- Assist in planning whole College events and activities as required by the College Leadership Team.
- Providing effective pastoral care to students, staff, parents and other stakeholders.
- Ensure that all undertakings are student focused.
- Foster positive relationships with students, ensuring they are treated as a 'whole' person with individual needs.
- Commit to undertake and maintain Accreditation to Teach in a Catholic School.

Education:

- Promotes and gives leadership to the College's Vision for Learning and its pedagogical principles.
- Ensure that the learning area is providing an innovative and contemporary learning environment that promotes safety and wellbeing.
- Ensure effective teaching and assessment processes within the learning area, evaluate the quality of teaching and learning, the achievement of all students and set targets for improvement.
- Provide support for teachers in differentiating curriculum, teaching in the classroom and providing targeted assessments.
- Develop and implement a wide range of effective inclusive teaching strategies that will allow improved learning outcomes for all students, including the use of digital technologies.
- Ensure that the vertical sequencing of the curriculum adequately covers all requirements of the Australian Curriculum, WACE Courses, Catholic Education Office and school, and prepares students for the post-compulsory years.
- Oversee the administration of SEQTA within their Learning Area.
- Ensure appropriate course outlines and assessment outlines are available to students and parents and are available upon request.
- Define learning outcomes for classes within the learning area.
- Ensure that assessment tools are relevant and of high standards.
- Appoint a teacher in each of Years 7-12 to coordinate the curriculum in that year group or course and to work towards integrating the curriculum across learning areas.
- Assist in subject selection procedure for both lower and upper school and ensure pre-requisites are observed.
- Encourage students to participate in educational competitions and other appropriate external educational activities and excursions and to disseminate information relating to activities.
- Coordinate learning area awards for Presentation Night.
- Maintain a positive profile for the learning area within the school through articles and photos in the news, College yearbook, the College website, other relevant publications and events.
- Attend parent information evenings in an advisory capacity when required.
- Facilitate clear and effective communication of policies, practices, future directions, and current initiatives to the College community.
- Analyse departmental data in relation to OLN, NAPLAN and WACE – use this data to inform future practices with the department.

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Community:

- Keep abreast of developments around student engagement at the student's phase of development.
- Work with learning area staff to foster an environment that is inclusive and accessible for all students to learn.
- Ensure processes are in place to foster collegiality and effective teamwork to encourage a shared responsibility for student learning.
- Develop effective and high-quality relationships with members of the community – students, staff and parents.
- Work with staff to ensure that parents are given consistent and appropriate opportunities to participate as real partners in the education of their children.
- Provide prompt and timely follow up with parents, students and other staff on issues that emerge for each student. Create open lines of communication, with regular feedback, and encourage a partnership with families in the learning journey of their children.
- Foster with students and ensure that each student is treated as a whole person with individual needs.

Stewardship:

- Take responsibility for ordering teacher reference materials and classroom materials.
- Ensure that the resources and facilities within the Learning Area are adequately maintained and of the standard required to allow effective curriculum delivery.
- Continue to research and investigate future resource developments and purchases to support best practice and curriculum.
- Maintain an inventory of resources and classroom materials within the Learning Area.
- Monitor the use of resources within the Learning Area.
- Liaise with Library staff in areas related to resources.
- Submit and manage Learning Area budget in consultation with Deputy Principal – Teaching & Learning and College Business Manager.
- Assist the Principal and College Leadership Team with the selection and appointment of staff.
- Play a key role in facilitating effective lines of communication with other Heads of Learning and teaching staff at the College.
- Communicate issues and information from HOLA meetings, SCSA, CEWA etc. to staff within the Learning Area.
- Develop a culture of continuous improvement in which regular performance appraisal, staff growth and development, peer coaching, and lesson observation become the norm.
- Actively working with members of the Learning Area in planning a pathway for the professional learning needs of the staff.
- Coach staff in implementing PBIS through a trauma-informed lens as the framework for behaviour management within the classroom.
- Guide, nurture, mentor, and coach to promote innovative, engaging and rigorous pedagogical practices amongst teachers in the Learning Area.
- Ensure staff are familiar with the expectations of St Mary's College Staff Code of Conduct.

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Selection Criteria Skills & Experience requirements

Essential Qualities:

- Be fully supportive of the objectives and ethos of Catholic Education.
- Strong professional experience in his/her teaching areas and a demonstrated ability to lead innovation across the school. This includes an ability to foster innovation and a commitment to the school's philosophy of 21st Century Learning and student-centred learning strategies with the exploration of new models of teaching to improve outcomes for all students.
- Excellent verbal and written communication skills, and the ability to liaise effectively with students, parents and staff.
- Have highly developed organisational and interpersonal skills, including the ability to resolve conflict, lead and build a team, and solve problems in a creative way.
- An ability to work collaboratively as part of the Teaching & Learning Team to plan and implement whole school goals and to effect change.
- Be prepared to participate in Co-curricular activities.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- An understanding of the issues affecting young Indigenous people.
- Strong professional judgement, including the maintenance of absolute confidentiality, ensuring appropriate liaison with relevant colleagues and outside agencies and fulfillment of legal responsibilities.
- Meticulous record keeping skills and an understanding of the legal implications surrounding the maintenance of records.

Qualifications Required:

- Relevant 4-year tertiary qualification.
- Current registration with Teachers Registration Board WA.
- Current Working with Children Check.
- Accreditation to Teach in Catholic Schools.

Desirable:

- Minimum 5 years teaching experience
- Relevant experience in a similar position or other middle-management role.
- Ability to teach Religious Education

Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

Workplace Health & Safety

It is every employee's responsibility to:

- Promote a safe and healthy working environment that complies with WHS requirements.
- Take a shared responsibility to ensure the safety and well-being of self and others.
- Utilise all protective equipment provided and as instructed.
- Work in a safe manner while exercising due care and caution.