



HEAD OF LEARNING AREA (HUMANITIES) – DUTY STATEMENT

1. POSITION IDENTIFICATION

POSITION TITLE:	Head of Learning Area – Humanities and Social Sciences
AWARD:	Teacher
CONDITIONS:	Ongoing
REMUNERATION:	Classification under the Teachers' Enterprise Agreement (EA) 2023: ▪ Base Teacher Salary (as determined by the CEWA Salary Schedule) ▪ Category One, Level One Promotional Position Allowance ▪ Senior Teacher Allowance (if eligible)

2. GENERAL RESPONSIBILITIES

Heads of Learning Area serve a vital role and function in curriculum leadership. They oversee and lead the teaching and learning in a major curriculum area including the management, mentoring and coordination of a team of staff. Through the ongoing review and renewal of curriculum and programmes, the role ensures rich, challenging and relevant learning experiences for students while demonstrating expertise in contemporary curriculum, pedagogy and assessment practices, SCSA requirements, the integration of learning technologies, and the College's educational philosophies.

3. SPECIFIC DUTIES AND EXPECTATIONS

Catholic Identity and Mission

The Head of Learning Area is expected to:

- **Model authentic faith leadership** that drives the school's spiritual mission and actively embodies its core Vision, Mission, and Values.
- **Foster a Christ-centred environment** where Gospel truths actively shape all school procedures and guidelines, daily routines, and community relationships.
- **Utilise modern educational research** and teaching methods to advance high academic standards alongside the holistic personal growth of every student.
- **Foster inclusive, life-giving connections** that honour individual human dignity and support both staff and students in a thriving faith community.

Learning

The Head of Learning Area is expected to:

- **Guide and mentor the Learning Area's staff** to build a highly collaborative culture focused on continuous professional growth and innovation.
- **Champion high-impact teaching methods** by ensuring staff use data-driven, evidence-based practices that boost student engagement and performance.
- **Drive personalised and differentiated learning** to meet the diverse needs of all students and ensure fair access, participation, and academic success.
- **Oversee curriculum review and development** to deliver engaging, rigorous programs that align fully with SCSA guidelines and modern standards.
- **Analyse student performance data and feedback** alongside educational research to inspire continuous progress in classroom teaching and curriculum planning.

- **Encourage a culture of reflective practice** by coaching and supporting teachers to constantly improve their instruction, leadership, and subject knowledge.
- **Identify and develop leadership potential** among staff, empowering teachers to manage specific curriculum projects and co-curricular programmes.
- **Actively support school-wide strategic goals** to advance overall teaching standards, literacy development, and educational innovations across the College.
- **Collaborate with the broader leadership team** to manage academic extension programs, student interventions, and diverse learning pathways.
- **Integrate modern digital tools effectively** into the curriculum to enrich the learning experience and elevate student outcomes.

Stewardship

The Head of Learning Area is expected to:

- **Practice responsible stewardship** by efficiently planning and supervising budgets, facilities, equipment, and educational materials.
- **Cultivate staff capabilities** through purposeful mentoring, coaching, and strategic professional development, ensuring growth targets align with College priorities while supporting early-career educators.
- **Maintain rigorous compliance** with all [Catholic Education Western Australia \(CEWA\)](#) regulations and College guidelines, upholding precise record-keeping and administrative workflows.
- **Lead learning area initiatives and meetings** to guarantee smooth communication, actionable follow-ups, and the successful execution of school objectives.
- **Navigate institutional change constructively** by actively championing, managing, and embedding innovative curriculum and improvement projects.
- **Partner with school leadership and pastoral teams** to coordinate enrichments like excursions, competitions, guest speakers, and immersive learning opportunities.
- **Ensure inclusive access and participation** so that every student can fully benefit from and engage with the learning programs provided.

Community

The Head of Learning Area is expected to:

- **Collaborate across school leadership teams**, including Heads of Year, Counselling Team and Learning Support, to collectively champion student wellbeing, active engagement, and academic success.
- **Cultivate deep partnerships with families**, encouraging a shared ownership and joint commitment to every student's learning journey and personal growth.
- **Highlight and celebrate student excellence** and participation by driving learning area initiatives, co-curricular pathways, and major College events.
- **Nurture a community culture of professional communication**, establishing respectful, transparent, and highly effective relationships among students, staff, and parents.
- **Develop external professional networks** by actively participating in [Catholic Education Western Australia \(CEWA\)](#) initiatives and educational associations, bringing cutting-edge research back to the College while modelling lifelong learning.

4. OTHER DUTIES

- **Shape and lead a unified vision** for the learning area that directly advances the College's Mission, strategic goals, and dedication to educational excellence.
- **Define, execute, and assess annual improvement targets** for the learning area, utilising reliable metrics and data to guide strategic planning and innovation.

- **Elevate the profile and impact of the learning area** through student competitions, enrichment programmes, and experiential learning that boost active participation.
- **Coordinate and supervise the following key leadership duties:**
 1. Provide strategic recommendations to the Principal, or their delegate, on staff allocation and timetable planning for the upcoming academic year.
 2. Assist the Principal or their delegate in recruiting and appointing learning area staff in strict accordance with College and [CEWA](#) recruitment guidelines.
 3. Maintain a strong pastoral focus on the well-being of learning area staff and students, keeping the Principal regularly informed of significant matters.
 4. Lead the instructional coaching process to develop teaching standards and provide structured mentoring for staff new to the learning area.
 5. Participate actively in the formal performance appraisal and development reviews for learning area personnel.
 6. Oversee the semester academic reporting process to guarantee complete data accuracy and institutional integrity.
 7. Execute any additional duties as reasonably requested by the Principal or their representative.

5. OTHER

Heads of Learning Area shall:

- be committed to the teachings and values of the Catholic Church
- have excellent interpersonal skills
- articulate a clear understanding of leadership
- demonstrate effective strategies for managing staff
- demonstrate a clear vision for the development of their learning area in the College
- be experienced teachers with outstanding classroom teaching skills
- demonstrate a high level of skill in the integration of ICT in their teaching and learning
- demonstrate a commitment to professional learning, in particular to the College's Professional and Formational Development (PFD) program
- demonstrate how they are able to manage competing priorities
- understand how leadership teams are able to improve the College
- have a current TRBWA
- have a current Working with Children Check