

Position Description – Learning Area Leader

THE KING DAVID SCHOOL



GENERAL

The Learning Area Leader (LAL)

- Mentors teachers within the Learning Area; this includes discussion of curriculum development, pedagogy, professional development, assessment and reporting
- Is responsible for ensuring the development and delivery of the curricula and the professional growth and collaboration of the teachers within the Learning Area
- Promotes the learning area internally and externally
- The Learning Area Leader (LAL) works under the day-to-day direction of the Vice-Principal Teaching & Learning (VPTL) to ensure that each student in the Senior School is known, supported and challenged in their learning.
- Is responsible for envisioning and implementing innovative and challenging curriculum, assessment and pedagogy in their Learning Area. They will liaise with class teachers to ensure that student performance is tracked and that classroom pedagogy is dynamic and responsive to a range of learners.
- The Learning Area Leader is a member of the Learning Area Leaders Committee.

ACCOUNTABILITY

The position is accountable and directly responsible to the Vice-Principal Teaching & Learning (VPTL) and the Head of School.

DUTIES AND RESPONSIBILITIES

Professional Standards

- Be a role model in creating and delivering innovative and rigorous curriculum which emphasises the development of Thinking Skills and incorporates ICT.
- Remain informed and actively engaged with the latest developments in the content and pedagogy of the Learning Area.
- Ensure the highest standards of teaching practice within the Learning Area.
- Develop and review curriculum and assessment annually.
- Disseminate information from relevant subject associations and ensure that all staff in the Learning Area attend appropriate Professional Development.
- Ensure that curricula within each year level are consistent across all classes, verifiable and informative, and ensure curriculum is being updated in Rubicon Atlas regularly.
- Ensure that all teachers organise relevant excursions/incursions for students.
- Review the relevant section of the curriculum handbooks annually.
- Oversee the curriculum and assessment planning for all subjects within the Learning Area.
- Review assessment at each year level to ensure that assessment within each year level is consistent across all classes, verifiable and transparent. Active monitoring of continuous reporting on myKDS across the learning area.
- Assist staff within the Learning Area to create and deliver innovative curriculum and to provide detailed, informative assessment.
- Work under the direction of the Vice-Principal Teaching & Learning (VPTL) and the Head of Senior School to apply whole-school teaching and learning strategies in the Senior School.

FILENAME	LAST REVIEWED	LAST UPDATED	PAGE
Learning Area Leader	July 2020	July 2020	1 of 3
Signature of Principal:			

Administration

- In consultation with Learning Area colleagues, set annual Learning Area priorities in relation to whole School priorities.
- Ensure there is an established process for ability groupings within their subject area.
- Determine budget priorities and monitor expenditure – keeping within budget.
- Liaise with the Library to ensure purchase of appropriate resources for staff to deliver the curriculum.
- Ensure teachers are up to date with continuous reporting and markbooks are continually updated throughout the year.
- Ensure that courses are consistent with VCAA requirements.
- Convene meetings of the Learning Area as shown on the Meeting Schedule. Take minutes and distribute these to all LA members and to the Vice-Principal Teaching & Learning (VPTL).
- Liaise with Vice-Principal Teaching & Learning (VPTL) in managing the performance of the teaching team, establishing meeting rosters and reporting schedules.

Communication

- Liaise with Learning Area Leaders and the Coordinator of Teaching & Learning P-5 to create a coherent curriculum scope and sequence throughout the curriculum P-10.
- Assist teachers to respond to parent enquiries about curriculum content, delivery, assessment practices, etc.

Learning Area Specific Duties

Maths: oversee the testing and class allocation of students into the correct ability groupings for Maths

Maths: regularly review students meeting the prerequisites for future maths studies i.e: Extension Maths, Specialist Maths, Maths Methods in Year 10 etc.

English: oversee and work in conjunction with the Love of Literature teacher and Literature Elective teacher regarding the allocation of students to the various electives and extension groups.

REQUIREMENTS

Key Knowledge and Skills

- An overriding commitment to, and high aspirations for, rigorous and innovative approaches to teaching and learning.
- Experience in leading course design, curriculum and assessment development.
- A willingness and capacity to contribute to the development of a strong Senior School academic team.
- An understanding of assessment and reporting practices and a commitment to the development of online and continuous reporting development.
- An understanding of future directions of education, including 21st Century learning skills, the use of technology to improve collaboration, deep understanding and higher order thinking.

FILENAME	LAST REVIEWED	LAST UPDATED	PAGE
Learning Area Leader	July 2020	July 2020	2 of 3
Signature of Principal:			

Key Competencies

The key competencies required to fulfil the role are:

- Leadership: the ability to communicate effectively, develop others, be self-aware, have drive and purpose, be an influencer.
- Facilitating effective teaching and learning: facilitates effective teaching and learning through empowering and motivating the teachers within an environment of trust and respect. Helps others learn new systems, processes, or programs.
- Promoting and achieving outcomes of excellence: uses effective techniques to define outcomes and expectations of the teaching team and monitor/redirect as required.
- Policy and strategic development: demonstrates a willingness to share ideas and perspectives and encourages others to do the same. Present information, analysis and ideas in writing in a clear and convincing manner.
- Manage resources: develops programs and resource plans. Manages resources and budgets in consultation with the Head of Senior School and the COO.
- Building and maintaining relationships: builds trust, demonstrates honesty, keeps commitments and behaves in a consistent manner. Develops, maintains, and strengthens partnerships with others inside or outside of the School and community, who can provide information, assistance, and support.

KEY PERFORMANCE INDICATORS

KPI 1	Evidence of improved teaching and learning as demonstrated by results in internal and external assessments, special programs and competitions. Actively use learning data to ensure students in Years 6-12 reach their full potential.
KPI 2	Leadership of staff as evidenced by presentation of innovative lessons to other colleagues, presentation at professional conferences and network meetings.
KPI 3	Documentation of curricula as required by the School and evidence of active monitoring of curriculum documentation which all LA teachers utilise for planning units of work and the relevant assessments.

FILENAME	LAST REVIEWED	LAST UPDATED	PAGE
Learning Area Leader	July 2020	July 2020	3 of 3
Signature of Principal:			