
Role Summary

Position: Head of Learning Area

Responsible to: Deputy Principal – Curriculum/ Director of Studies

Job Purpose: To ensure the standard of academic excellence in a Learning Area by leading relevant staff in the processes of curriculum development, delivery and evaluation.

Time allocation: 0.4 FTE Head of Learning Area responsibility with 0.6 FTE teaching load

Responsibilities

Major Responsibilities

1. To ensure that the Mission and Values of the College are incorporated into the programs and courses developed within the Learning Area.
2. To establish, manage and monitor administration and operational systems that ensure effective daily operation.
3. Provide professional curriculum leadership to ensure that curriculum programs meet the needs of the course and are effectively implemented to produce excellent student outcomes.
4. To lead the ongoing mentoring, professional development and professional standards of all Learning Area staff in accordance with College policies.
5. To be responsible for the ethical and effective allocation of staff, physical and financial resources.
6. To ensure College representation at relevant professional events.
7. To meet regularly with other Heads of Learning Area for inter-disciplinary and integrated planning and reporting.

General Duties

1. To support student learning through the effective daily management of staff, students and resources within the learning area
2. Ensure the development and implementation of curriculum programs that improve student learning outcomes and comply with College and regulatory body requirements
3. Monitor and report the progress of student learning. (This role carries a 0.6 FTE teaching load)
4. Utilise the College's performance development processes to support teachers in improving their teaching practices
5. Perform curriculum investigations to determine if student learning is impacted by learning, teaching or other issues and develop appropriate plans for improvement
6. Effectively manage the Learning Area budget and other resources
7. Meet regularly with Learning Area staff (at least once per fortnight)
8. Other duties prescribed by the Principal or delegate.

Selection Criteria

1. Demonstrated commitment and capacity to actively promote the Mission and Values of Kennedy in the school community
2. High-level communication, interpersonal and public relations skills which demonstrate the ability to develop and maintain effective working relationships to achieve a planned outcome
3. The ability to apply current professional knowledge to initiate innovative teaching and learning practices that build teacher efficacy and improve student outcomes
4. Exceptional educational leadership, administration, technology and time-management skills which effectively manage the performance of self, individuals and teams
5. Demonstrated ability to effectively and equitably manage staff, physical and financial resources to support teaching and learning.

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.