

# St Francis de Sales College

## LEARNING AREA LEADER (7-12) MATHS

### Position Information Document



<b>Responsible to:</b>	<b>Deputy Principal (Learning)</b>
<b>Classification:</b>	<b>POR 1</b>
<b>Tenure:</b>	<b>1 year</b>
<b>Time Release:</b>	<b>4 lessons / week</b>
<b>Commencement Date:</b>	<b>Term 1, 2026</b>
<b>Teaching Role:</b>	<b>Permanent</b>

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom; and Justice*. This is the foundation and the essence upon which this role is based.

***'Be who you are and be that well'***

#### KEY WORKING RELATIONSHIPS

The Learning Area Leader reports to the Deputy Principal - Learning through the Director of Learning 7-12 and additionally has key working relationships with:

College Leadership Team  
Subject Teachers 7-12  
7-12 Year Level Leaders  
SACE Coordinator  
Head of Equity and Inclusion  
ATSI Key Teachers  
Library Key Teacher  
SEQTA Key Teacher  
Non-teaching staff



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE

## **BROAD PURPOSE**

The Learning Area Leader gives expression to the College's Mission, Vision and strategic priorities by inspiring enthusiastic, innovative and effective teaching and learning within their Learning Area, ensuring that resources, skills, and facilities are effectively utilised to promote high student outcomes.

They work closely with the Learning Area Leaders and Learning Improvement Teams and subject teachers to provide high-quality, relevant and engaging learning programs for all students. They have a key role in leading the identification, documentation and support of the diverse needs and pathways of students within their Learning Area.

In their leadership, the Learning Area Leader models excellent teaching practice and pedagogy. They support and develop the capacity of their colleagues to facilitate high quality educational experiences and work collaboratively with faculty members to identify, collect and analyse data to ensure teaching and learning is inclusive, challenging and engaging. They support and build the capacity of their teaching team and work collaboratively with their teachers to ensure each individual is proficient and developing in their practice.

Through their leadership, the Learning Area Leader demonstrates deep knowledge of the curriculum and provides leadership for the design, implementation, assessment and evaluation of all courses taught in the Learning Area. They work collaboratively with their colleagues to ensure quality teaching and learning programs that align with the Australian Curriculum and SACE program and are congruent with the Catholic ethos of the College.

The Learning Area Leader promotes and reinforces shared understandings of direct/explicit instruction, context-based learning and inquiry methodology in engaging, relevant learning environments. They lead their colleagues to apply the CESA and SACE Capabilities to develop student agency and ensure knowledge and skills are agile, transferable and future focussed.

The Learning Area Leader will demonstrate visible leadership within the Leadership, Religious, Educational, Community and Administrative spheres of the operation of the College.

The Learning Area Leader knows and can evidence their impact as a leader, colleague and educator.

## **COLLEGE LEADERSHIP**

The Learning Area Leader will lead a culture of College leadership excellence by:

- Sharing the responsibility to lead Catholic Identity and to build the interdependence between learning, wellbeing and community.
- Recognising that we exist as one R-12 Community and that there are appropriate and explicitly defined differences within leadership structures across our one College.
- Defining lines of responsibility and communication between leadership positions and encouraging decision-making as closely as possible with those affected by a decision.

- Modelling leadership for the whole College and having specific areas of leadership responsibility within different areas of the College.
- Working in dialogue with teams of staff and work as a cohesive and interdependent team of College leaders.
- Providing leadership at the College through all aspects and at all times in their work.
- Promoting the College's Heart Values and bring these to life through their leadership and all interactions with members of the College and wider community.

## **LEARNING AREA LEADERSHIP**

The Learning Area Leader will lead a culture of excellence within the Learning Area by:

- Developing and implementing an annual Learning Area Action Plan consistent with the College's Annual and Strategic Plans and Vision for Learning.
- Developing, managing and reviewing the Learning Area annual budget and being responsible for the appropriate and effective use of funds, facilities, equipment and materials in line with contemporary education practice.
- Implementing Workplace, Health and Safety regulations, training and practices relevant to the Learning Area, including relevant induction of new staff into the Learning Area.
- Developing staff capacity and high expectations for student achievement through:
  - Professional learning opportunities, such as formal and informal dialogue, coaching/mentoring, lesson observations, lesson demonstrations, reflective practice and the sharing of contemporary pedagogical practice
  - Supporting and monitoring teacher and leadership development
  - Ensuring staff are up to date with contemporary educational practice and theory within the Learning Area
  - Working with and challenging Learning Area staff to maintain appropriate professional performance, standards and shared expectations.
- Leading the Learning Area environment to foster student engagement and inquiry through:
  - Overseeing the selection and organisation of excursions and incursions for the Learning Area
  - Ensuring the continued development of resources, including textbooks, class sets and teacher resources
  - Preparing and updating course material for College Handbooks and relevant College publications
  - Overseeing the use, care and maintenance of Learning Area facilities.
- Working interdependently with other staff in key leadership positions related to student learning in the Learning Area to ensure the strongest possible team around the student is in place.
- Managing events, competitions, excursions, assemblies, etc... related to the Learning Area.

## **CURRICULUM LEADERSHIP**

The Learning Area Leader will lead a culture of excellence in Curriculum by:

- Leading the implementation of the Australian Curriculum (7-10) and SACE (10-12) within the Learning Area to ensure the curriculum is:
  - meeting and exceeding benchmarks and requirements
  - is relevant, contemporary, innovative and accessible to all learners
  - is appropriately documented to highlight program scope and sequence
  - regularly reviewed and evaluated.
- Leading teachers within the Learning Area Team in curriculum planning, review and ongoing improvement to ensure learning programs remain contemporary and relevant to students.
- Ensuring Learning Area staff adherence to College policies and expectations related to curriculum and unit, lesson and assessment documentation within SEQTA.
- Ensuring teaching resources and curriculum are documented and shared on agreed ICT platform
- Ensuring all teachers are engaged in high quality, collaborative curriculum planning to develop appropriately differentiated assessment tasks.
- Leading teachers in the Learning Area to incorporate appropriate, subject specific literacy and numeracy within learning programs.
- Ensuring a focus on the CESA and SACE Capabilities within learning programs and raising their status within curriculum design and explicit delivery.
- Ensuring appropriate teaching resources are available to teachers in the Learning Area, especially those undertaking the delivery of a subject for the first time.
- Ensuring relevant sections of the Child Protection and MITIOG curricula are embedded within the Learning Area curricula, where appropriate, and monitor explicit delivery.

## **TEACHING AND LEARNING LEADERSHIP**

Lead a culture of excellence in Teaching and Learning by:

- Providing pedagogical support for teachers to ensure all Learning Area members are performing at a proficient level (or above).
- Working collaborative with early career teachers in their faculty to support their progression from Graduate to Proficient teacher accreditation.
- Facilitating Learning Area meetings, communications and professional discussions.
- Supporting teachers in the Learning Area to build capacity of staff in differentiating content, delivery, methodology and assessment to meet the diverse needs of all students and in developing and implementing Personalised Plans for Learning (PPL's) for students with learning needs.
- Promoting and monitoring the value of timely and effective feedback through continuous assessment and reporting processes.
- Engaging staff in standardisation and moderation of student tasks and assessments.

- Supporting staff in accessing formal and informal professional development opportunities linked to staff need, innovation in curriculum and pedagogy, the Learning Area Action Plan and the College's Vision for Learning.
- Working with teachers in the Learning Area to develop and implement assessment that is rigorous, valid, differentiated and enables highest quality student achievement.
- Ensuring Learning Area staff adherence to College policies and expectations regarding quality assessment and reporting processes, including formative/summative assessment and cross-class moderation of assessment.
- Leading Learning Area staff in the use of data (including ACER Pat Tests, NAPLAN, student results, attendance data, school comparison, etc...) to:
  - monitor student progress
  - evaluate the effectiveness of teaching and learning programs
  - identify students with learning needs and intervention to support them
  - identify students who require extension, and possible acceleration
- Working collaboratively with other Learning Area Specialists in driving cross-curriculum initiatives.

## **GENERAL**

- Promoting the College's Community Commitment and Heart Values in all aspects of the work of the Learning Area, as an essential component of successful application of the College's Personal Responsibility Policy.
- Working collaboratively with the Year Level Leaders in planning support for students at risk in subjects of the Learning Area.
- Supporting the work of ESO staff involved in the functioning of the Learning Area.
- Developing ways to celebrate across the College learning achievements within the Learning Area.
- Undertaking membership of appropriate College teams and committees.
- Providing advice with Learning Area staffing and timetabling.
- Undertaking other duties as assigned by the Principal.

## **PERSON SPECIFICATIONS**

The Learning Area Specialist will:

- Be committed to, and live out, the Catholic values of the College.
- Possess the necessary capacity to relate to people in a variety of situations.
- Have a sound knowledge and understanding of contemporary practices in teaching and student learning.
- Have highly developed communication, planning, analysis, interpersonal, conflict resolution and team building skills.
- Demonstrate and model an ongoing commitment to appropriate professional development.
- Be highly skilled as a specialist and role model in the Learning Area.

## ROLE REQUIREMENTS

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid in Education and Care setting training.
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.
- Undertake an Annual Professional Review.

## WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonable able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 – SA WHS Act 2012.

*This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.*

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