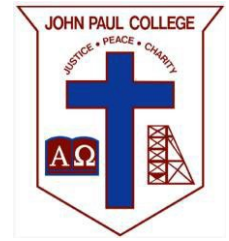


# HEAD OF LEARNING AREA: DESIGN & TECHNOLOGIES

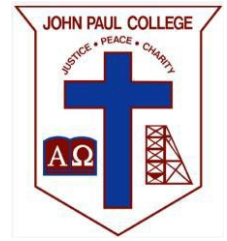


<b>YOUR TITLE</b>	Head of Learning Area Design & Technologies	<b>WHO YOU REPORT TO</b>	Principal
<b>YOUR TEAM</b>	Head of Learning Area	<b>WHO REPORTS TO YOU</b>	NA

Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Christian Brothers, Sisters of St John of God, Sisters of Mercy, and Sisters of St Joseph. We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

<b>Summary</b>	Heads of Learning Area are appointed by the Principal for specified periods as per CEWA policy. They support, coordinate, and encourage teachers, emphasising consultation and consensus. They exhibit strong management, planning, and organisational skills. Experts in their fields, they provide leadership, inspiration, and supervision to their staff. They are accountable to the Vice Principal and Deputy Principal-Teaching and Learning for Learning Outcomes, overseeing assessment policy, and helping enhance teaching quality.
<b>Our values</b>	To go beyond ourselves with <b>Justice, Peace, and Charity</b>
<b>Work requirements</b>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Current Teachers Registration includes National Police Clearance</li> <li>• Working with Children's Check</li> </ul>
<b>Award</b>	WA Catholic Teachers Enterprise Agreement, Category 2, Level 1 <a href="#">WA Catholic School Teachers Enterprise Agreement 2023.pdf</a>
<b>Where and when you will be working</b>	Within John Paul College, term time, plus holidays as defined in the Teachers Award. Participation in co-curricular activities is expected.
<b>Key relationships</b>	Students, Parents, Principal, Vice Principal, Deputy Principal Teaching and Learning, Heads of Learning, all College employees and the wider College community.
<b>Responsibilities</b>	<p>To meet the requirements of this role you will be required to demonstrate the following competencies/skills:</p> <p><b>LEADERSHIP OF THE DESIGN &amp; TECHNOLOGIES DEPARTMENT</b></p> <ul style="list-style-type: none"> <li>• Lead and manage Technologies Department programs and events from Years 7 to 12</li> <li>• Chair regular meetings with academic Maths staff</li> <li>• Oversee the work of Academic Technologies staff</li> <li>• Ensure timely communication of departmental and wider school information to Technologies staff</li> <li>• Respond to parent queries and follow up, as appropriate</li> <li>• Respond to student queries and concerns, as appropriate</li> <li>• Undertake ongoing evaluation of all aspects of the Learning Area</li> </ul> <p><b>ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Prepare Staff Duty Statements</li> <li>• Prepare and submit an annual Department Report to the Principal, and deal with matters arising from the Report</li> <li>• Monitor and manage departmental finances</li> </ul>

# HEAD OF LEARNING AREA: DESIGN & TECHNOLOGIES



## Responsibilities cont.

- Oversee maintenance and upkeep of all Technologies Department resources
- Prepare and manage the John Paul College Technologies calendar and
- Write articles for The College annual and fortnightly School newsletter to showcase Technologies at John Paul College
- Authorise and administer excursions and tours in accordance with John Paul College and CEWA policy
- Collaborate with the Vice Principal to create the Technologies content for the Senior School Subject Selection Handbook

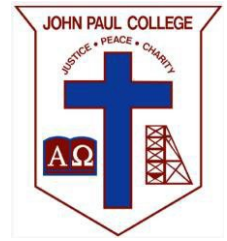
### STAFF LEADERSHIP AND PROFESSIONAL LEARNING

- Coordinate Technologies classes for Years 7 - 12
- Teach Technologies in the Classroom program
- Liaise with the Deputy Principal-Teaching and Learning regarding teaching and assessment programs
- Assist the Principal in recruitment of Technologies staff
- With the Vice Principal, participate in timetable planning, particularly in allocating staff to classes
- Discuss staff performance with the Deputy Principal-Teaching and Learning, where appropriate, the Principal. Such discussion will normally follow appraisal, both formal and informal.
- Establish and maintain good departmental staff morale and a professional attitude in the Learning Area
- Maintain effective teamwork and a shared vision, alignment and commitment within the Learning Area
- Conduct staff appraisal and professional learning planning, in conjunction with the School Leadership Team
- Take responsibility for the general welfare and professional conduct of staff in the Learning Area, including oversight of new staff induction
- Be responsible for the professional development program within the Learning Area
- Ensure the dissemination of material relating to professional development courses to relevant staff and decide who should attend such courses, in consultation with the Deputy Principal- Teaching and Learning
- Promote, coordinate and celebrate student involvement in external competitions, and events

### TEACHING AND LEARNING

- Support and model the College's philosophy of teaching and learning within the Learning Area
- Evaluate the current course offerings and make recommendations for curriculum revision and upgrading and to be concerned with long-range planning for the Learning Area.
- Ensure course programs, syllabus outlines, assessment schedules and lessons are available and up to date in Teams and OneNote.
- Guarantee that all materials are culturally sensitive, inclusive, and actively promote the diverse and positive representation of the student body at John Paul College.
- Stay fully informed of current curriculum and pedagogical developments in Technologies education, including developments in the WA Curriculum

# HEAD OF LEARNING AREA: DESIGN & TECHNOLOGIES



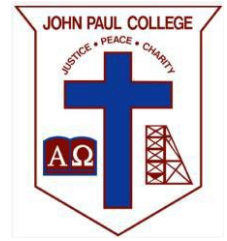
## Responsibilities cont.

- Disseminate and act on appropriate information received from the SCSA and Tertiary Institutions, and other relevant bodies.
- Actively participate as a member of the Head of Learning Area team and in conjunction with members of the School Executive to develop the academic program in the College.
- Ensure that curriculum meets the requirements of the WA Curriculum and SCSA ATAR Technologies
- Take responsibility for the planning and organisation of all courses from Year 7 to 12
- Allocate students to classes as appropriate and discuss class placements with parents and Deans of Year, as needed.
- Liaise with the coordinators of the Curriculum Support and the Enrichment programs, as appropriate.
- Ensure that the format, content, marking procedures and production of all assessment programs meet appropriate standards.
- Maintain accurate records in SEQTA of assessment at all levels.
- Ensure adherence to, and compliance with, all SCSA directions applying to Upper School courses.
- Oversee the reporting to parents by members of the Learning Area

## OTHER DUTIES

- Develop programs and processes to assist students at John Paul College in demonstrating competency in chosen programs.
- Develop relationships with the wider community through the College's Technologies program
- Liaise with universities regarding pre-service teachers and oversee, monitor, mentor and report on pre- service teacher progress
- Take charge of the rooms associated with the Learning Area, ensuring their overall maintenance, and striving to enhance the available teaching resources and equipment for both teachers and students.
- Maintain the ethos of John Paul College by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Catholic framework
- Be aware of, and understand, the obligations of working in accordance with all School and CEWA policies, but particularly Mandatory Reporting and Child Protection, Staff Conduct and Discipline, and Critical Incident Management
- Maintain membership of, and active participation in, relevant professional associations and encourage Technologies staff to participate in regular professional development

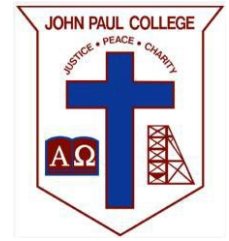
# HEAD OF LEARNING AREA: DESIGN & TECHNOLOGIES



## The standards you need to meet/ what you will need to do – key activities

<b>Qualifications</b>	<p>Relevant qualifications either</p> <ul style="list-style-type: none"> <li>• Undergraduate degree in a specific discipline with a Graduate Diploma of Education (Secondary) or</li> <li>• Bachelor of Education</li> </ul> <p>Highly Desirable:</p> <ul style="list-style-type: none"> <li>• Accreditation to Lead (or working towards)</li> <li>• A Master's Degree in Education</li> <li>• <i>Working towards further educational studies</i></li> </ul>		
<b>What success looks like:</b>	<ul style="list-style-type: none"> <li>• Positive feedback from teachers, parents and students (survey and anecdotally).</li> <li>• Evidence of engaged Learning Area staff members who are committed to continuous improvement.</li> <li>• The Learning Area is a vibrant learning organisation.</li> <li>• High level of technology usage for teaching and learning purposes.</li> <li>• Continuous growth in pedagogical practices as evidenced by the School Climate Survey and teacher self-reflection feedback data.</li> </ul>		
<b>Your work, health and safety responsibilities</b>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> <li>• A duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.</li> <li>• Understanding and compliance with the College WHS policy.</li> <li>• Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.</li> <li>• Comply with, as far as practicable, all instructions given to you to ensure your own safety and health.</li> <li>• Proper use of any personal protective clothing or equipment supplied to you.</li> <li>• Not misusing or damaging any equipment you use.</li> <li>• Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property.</li> </ul>		
<b>Code of Conduct</b>	<p>You are responsible for ensuring you act within the framework of the College's Code of Conduct.</p>		
<b>Ongoing professional development</b>	<p>Strive for personal excellence: John Paul College has an established growth model which requires you to goal set with a 'Critical Friend' and to discuss and review your progress. Professional development opportunities are mapped to your set goals. You are expected to undertake a total of 20 hours of professional development annually within the AITSL Standard requirements.</p>		
<b>Sign off</b>	Leader name:		Employee name:
	Leader signature:		Employee signature:
	Document last updated:		August 2024

# HEAD OF LEARNING AREA: DESIGN & TECHNOLOGIES



Organisational structure of role:

