POSITION DESCRIPTION

Head of Learning

CLASSIFICATION	Curriculum Management Band 1 (PAR)
BASIS OF EMPLOYMENT	Fixed-term (three year)
TIME RELEASE	Eight (8) periods per cycle
NON-TERM WEEKS	Up to five (5) days
REQUIREMENTS	
ESSENTIAL QUALIFICATIONS	Current and Valid Victorian Institute of Teaching (VIT) Registration

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ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1500 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including VCE, VCE VM and VET. As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

The vision for Aitken College is to develop and support a learning community of students, staff and families in association with the Uniting Church in Australia.

Mission

The mission of Aitken College is to enable students to become informed and compassionate members of the wider global community.

Aims

Aitken College will aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.

- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- Culture of encouraging excellence
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
https://www.aitkencollege.edu.au/child-safety/

POSITION SUMMARY

The Head of Learning is responsible for the implementation of the College's strategic agenda to Improve Learning Outcomes, through the overall management of curriculum and assessment for Year 7 to Year 12 within the Learning Area. The Head of Learning is expected to demonstrate leadership through exemplary teaching practice and to foster creativity. The Head of Learning will contribute to the implementation of the College's Strategic Plan within the learning area, facilitating a culture of innovation, continuous improvement and better practice. This includes observing and providing feedback in relation to teacher practice in a coaching capacity, to drive continuous improvement.

The Head of Learning has an important role in ensuring that programs are consistent with the overall vision, mission, values and ethos of Aitken College, with its emphasis on social justice issues and pastoral care.

POSITION REPORTS TO

The Head of Learning is responsible to the Deputy Head of Secondary (Curriculum).

KEY RELATIONSHIPS

- The Executive Team
- The Leadership Team
- Assistant Principal (Secondary)
- Administration Assistants (Secondary)
- Deputy Head of Secondary (Pathways)
  Deputy Head of Secondary (Curriculum)
- Heads of Learning
- Deputy Heads of Secondary (Pastoral)
- Learning Area staff
- Director of Educational Systems
- Head of Enrichment Programs

KEY OUTCOMES

Curriculum

- Ensure the Learning Area Curriculum is aligned to the College vision for learning and innovation.
- Consult and support Learning Area Staff to ensure continuity and consistency with programs of work and assessment from one year to the next.
- Ensure the Learning Area is compliant with the established curriculum framework at the College.
- Regularly review programs of work and assessment to reflect a culture of innovation.
- Utilise best practice assessment processes to ensure reliability and validity (for example, assessment moderation).
- Attend the Heads of Learning Meetings.
- Ensure Learning Area curriculum documentation is up to date, maintained and stored in conjunction with College policies and regulatory requirements.
- Promote the Learning Area cocurricular offerings.
- Plan for and organise Learning Area related education programs (e.g. subject related competitions), in liaison with the Head of Enrichment Programs (Secondary).
- Implement the College's Micro credentialling program for student involvement in Learning Area programs, activities and initiatives.

Staff

- Ensure the Learning Area is a safe and professional work environment where staff wellbeing and psychosocial hazards are managed appropriately.
- Ensure the Learning Area Staff are supported and empowered to ensure efficient delivery of the work and assessment programs, as well as the effective running of the Learning Area.
- Ensure new teachers are supported, empowered and mentored.
- Ensure the educational program is successfully achieved by positive and collaborative working relationships which allow for cross curricular programs.
- Ensure that the expectations relating to continuous feedback and implementation of learning management system is permeated amongst all members of the Learning Area.
- Identify and facilitate professional learning opportunities to drive innovation and high performing teams.

- Provide regular opportunities for observation, feedback, goal setting and professional dialogue in line with the College's Staff Growth Coaching Program, for all members of the Learning Area, are culturally instilled.

Finance and Resources

- Provide the Deputy Head of Secondary (Curriculum) information to support the budget planning process for the coming year.
- Support the Assistant Principal (Secondary) by ensuring that all financial expenditure is authorised by the Assistant Principal (Secondary) prior to expenditure, in line with College policy.
- Provide informed contributions to the Educational Leadership Team and Principal in relation to the Learning Area and offerings.
- Ensure that Learning Area equipment is accounted for, maintained and replaced in conjunction with College policy.
- Consult the Library Team of the resourcing requirements of the Learning Area.
- Inform the Deputy Head of Secondary (Curriculum) about proposed resourcing requirements of the Learning Area.
- In consultation with the Deputy Head of Secondary (Curriculum), provide input into the efficient and optimal use of resources to ensure equitable use and distribution.
- Where relevant, in consultation with the Deputy Head Primary (PYP), Deputy Head of Secondary (Curriculum) and the Director of Timetabling and Teacher Allocations, timetable the efficient and optimal use of facilities.

General

- Reliably fulfil professional duties as rostered, including Yard Duty and relevant meetings (e.g. Heads of Learning Meetings, Staff Meeting, Learning Area Meetings and Primary/Secondary Meetings).

- Undertake any other duties as requested by the Principal, Deputy Principal and/or the Executive Director: People and Culture (or their delegate).

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements, including ensuring that only College owned assets (including electrical equipment) are used. The Deputy Principal must be consulted regarding any non-approved College assets.

SUSTAINABILITY

- Support and participate in the Sustainability programs of the College.

RELIGION AND VALUES EDUCATION

- Support and participate in the Religion and Values Education Program of the College.

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: