



# Catholic Regional College Sydenham

Every Student - Every Pathway

## POSITION DESCRIPTION

### Appointment

**Position:** Learning Area Convenor

**Classification:** POL 2

**Time Release:** 6 x 75-minute periods per fortnight

**Department:** Learning and Teaching

**Reports to:** Director of Pathways Engagement

**Direct Reports:** Faculty staff

**Committee Contributions:** Learning Area Convenors (LACs), Principal's Advisory Committee (PAC), Faculty group

**Variations:** Variations to classification and/or hours worked will be specified in the Letter of Appointment.

### POL Leadership Overview

<b>Vision &amp; Values</b>	<ul style="list-style-type: none"> <li>• Model Catholic Values to Staff and students through actions</li> <li>• Participate in opportunities for development of faith and understanding of vision of the Catholic School</li> </ul>
<b>Knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>• Will lead with guidance a specific team</li> </ul>
<b>Developing Self and others</b>	<ul style="list-style-type: none"> <li>• Undertakes appropriate yearly updates in their specific field to ensure recent practices in faculty-based education can be met</li> <li>• Guides the development of their faculties through observation and instructional coaching</li> </ul>
<b>Portfolio Management</b>	<ul style="list-style-type: none"> <li>• Completes administrative tasks that directly link to their faculty</li> <li>• Manage faculty-based budgets</li> <li>• Demonstrates awareness of policies and assists in the promotion of Policies with staff</li> </ul>
<b>Strategic direction</b>	<ul style="list-style-type: none"> <li>• Have an awareness and promote relevant areas of the Strategic plan</li> <li>• Work as a team to acquit actions of the strategic plan</li> </ul>
<b>Engaging with stakeholders</b>	<ul style="list-style-type: none"> <li>• Lead designated staff within faculty</li> <li>• Work in partnership with direct manager, staff, and families to educate all students at the College</li> <li>• Contribute thoughtfully to their immediate team</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrates effective communication</li> <li>• Is able to work with direction from direct manager to set priorities and guide tasks</li> <li>• Model practice to enhance student educative outcomes within the faculty</li> <li>• Demonstrates organisational skills to acquit set tasks</li> </ul>

### Statement of Duties

Key duties of this leadership position include:

- Understand and implement faculty links with the strategic direction for the College;
- Provide guidance and appropriate management of staff to ensure active engagement with all teaching requirements of their duty statement;



- Mentor and coach faculty staff in the implementation of Visible Learning practices;
- Ensure all staff within the learning area are informed and supported in the effective administration of their teaching allotment, including:
  - Appropriate creation, documentation and storage of learning resources in line with all relevant policies of the College and external agencies;
  - Maintenance of Learning Management System;
  - Delivery of learning programs in line with college expectations;
- Lead LAC meetings which engage, inform and promote innovative practices;
- Ensure opportunities are provided for the active participation of student leaders in the promotion of learning area initiatives;
- Communicate effectively with the school community about faculty achievements;
- Actively engage in the planning, organisation, promotion, implementation and review of faculty-based events;
- Ensure all administrative, organisational and operational requirements associated with the effective management of a learning area are completed;
- Contribute thoughtfully as a member of the LAC team to ensure the effective promotion and running of schoolwide learning and teaching initiatives; and
- Manage faculty budget.