



Catholic Regional College Sydenham

Position Duty Statement

Position Overview

Position: Learning Area Convenor

Classification: POL 2

Time Release: 1 class (6 x lessons per fortnight)

Department: Learning Area Convenors

Reports to: Director of Pathways & Engagement, Assistant Principal - Learning & Teaching

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

Learning Area Convenor Overview

Learning area convenors are charged with leading the organisation and implementation of learning and teaching within a designated learning area. Responding and contributing to broader learning and teaching initiatives as part of the LAC team, Learning area convenors will effectively organise a teaching team through:

- Effectively leading administrative and pedagogical requirements of the faculty area;
- Supporting and promoting the development of faculty/subject specific teaching and learning initiatives and events;
- Leading, mentoring and promoting the development of collaborative, accountable and highly professional teaching practice both in and out of the classroom.

Statement of Duties

Key Duties

- 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;
- Provide mentoring, guidance and appropriate management of staff to ensure active engagement with all teaching requirements of their duty statement;
- Ensure all administrative, organisational and operational requirements associated with the effective management of a learning area are completed;
- Ensure opportunities are provided for the active participation of student leaders in the promotion of learning area initiatives;
- Actively contribute as a member of the LAC team to ensure the effective promotion and running of schoolwide learning and teaching initiatives.
- Maintain compliance with all aspects of the current teacher duty statement.



Commitment to Catholic Education

- A demonstrated understanding of the Church's teachings and the mission of the Church;
- A demonstrated understanding of the ethos of a Catholic School and its mission;
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ;
- A capacity to integrate the Church's teachings into all possible aspects of work duties; and
- Attend school liturgical celebrations.

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work