



<b>Title</b>	Learning Area Team Leader
<b>Position of Leadership</b>	1
<b>Commencement</b>	28 January 2025
<b>Length of Tenure</b>	1 year

*De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.*

*De La Salle College is an equal opportunity employer.*

*“Young people need good teachers, like visible angels”  
(MTR 5.1, Med 206.1)*

The Learning Area Team Leader is responsible to the relevant Director of Learning and Development for the leadership and general administration of the Learning Area, in accordance with College policies and procedures. The position works within the spirit of the Lasallian ethos, as outlined in the De La Salle College Mission Statement, Vision and Values statements.

The Learning Area Team Leader will support subject teachers, fostering excellence in teaching, professionalism of practice and a spirit of cooperation and collegiality within the Learning Area.

The duties include:

1. Learning Area Team Leaders oversee curriculum across the whole College;
2. To chair Learning Area Team meetings, as per the published meeting schedule, with appropriate agenda and minutes;
3. To work in consultation with the appropriate Director of Learning and Development in the development of Learning Area Strategic Plans;
4. To exercise supportive and positive educational leadership through provision of support for teachers within the Learning Area, assisting with supervision of student teachers and working with teachers new to the Learning Area;
5. To work in collaboration with subject teachers to develop assessment and reporting instruments appropriate to the needs of students and within the policy guidelines of the College;
6. To oversee the development and maintenance of student eResources related to Learning and Teaching programs within the Learning Area;
7. To compile teacher recommendations for student academic awards;
8. To purchase, maintain and develop resources for the Learning Area, liaising with the Business Manager and Library Team Leader where necessary;
9. To prepare and monitor the Learning Area budget;
10. To actively participate, as appropriate, in the Learning and Teaching Leaders group, Curriculum Standing Committee and other College committees and working groups;
11. To contribute to student transition activities such as student assemblies and parent information nights;
12. Coordinate learning area exam papers;
13. Update any appropriate course handbook for learning area.

Other duties as required from time-to-time by the Principal.

### Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College’s Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;

- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team.

This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the department as a whole;
- Ensuring that staff working in the department are aware of their own responsibilities under Occupational Health and Safety requirements.

Staff in the department are to be advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on OLLIE.

## The Position

The position attracts a POL and time allowance consistent with Consultative Committee recommendations.

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022.

This Position Description may be subject to change during the term of your appointment as part of a normal process of ongoing evaluation of the College's operations.

All employees at De La Salle College are to follow College policies and procedures.

## Criteria

The successful applicant will be able to demonstrate:

1. A deep commitment to Catholic and Lasallian ethos and educational values in male educational environment;
2. A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
3. Demonstrated competence in the use of ICT in an educational setting;
4. Excellent organisational, communication and collaborative skills;
5. Proven success as a teacher with a commitment to personal professional development
6. Knowledge and understanding of contemporary trends and research into educational outcomes;
7. Knowledge and understanding of student engagement data and impact on student achievement and wellbeing;
8. Familiarity with Catholic Education Melbourne Horizons of Hope educational framework, the Wellbeing Foundation Statement and the eXcel: Wellbeing for Learning in Catholic Schools documentation;
9. Excellent leadership, management and administrative skills to facilitate innovation and sustain continuous improvement;
10. A vision for the role;

## **Experience and Qualifications**

It is preferred that the successful applicant will have the following experience and qualifications:

1. Relevant tertiary qualifications in education including a Master's Degree (preferable);
2. Experience in relevant educational leadership.
3. Current VIT Registration.