



Carmel School

FAITH & KNOWLEDGE

Head of Learning Area (English)

Position Description

Organisation Overview

Carmel School is a vibrant Jewish day school, and one of Perth's highest performing Kindy – Year 12 schools. Located in Dianella, our student body comprises close to 500 students and we have just over 100 staff employed. Our expectation is that staff will maintain the School's high standards and strive to achieve excellence in all that they do.

The School is currently seeking to fill the role for 2 year maternity leave replacement of Head of Learning Area (English) to join the existing, high-performing team and support the activities and initiatives in this learning area within our School.

Position Overview

The Head of Learning Area will be a highly informed, effective, reflective and professional teacher in his/her subject who models and facilitates best professional practice. He/she will provide effective administration, management and leadership in all aspects of the work of the Learning Area to maximise teaching and learning within the Learning Area. The Head of Learning Area will be keen to inspire, guide and challenge teachers and students under his/her responsibility to achieve academic and personal goals of growth and success. He/she will demonstrate enthusiastic and positive commitment to the ethos of the School, its values and policies, promoting them within the Learning Area and wider school/community contexts. He/she will strive to be an example of a life-long learner who embraces change, trusts in the assistance of others and recognises the dynamic nature of the educational environment.

This Position Description attempts to capture duties indicative of the day to day role of the Head of Learning Area (English). Given the dynamic nature of the School environment, Carmel School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.

Responsibilities

Staff Leadership and Professional Learning

- Establish and maintain good Learning Area staff morale and a professional attitude in the Learning Area.
- Be responsible for helping staff to know how they can best contribute to the well-being of the students they teach.
- Conduct staff appraisal and professional learning planning, in conjunction with the Head of Secondary.
- Take responsibility for the general welfare and professional conduct of staff in the Learning Area including oversight of the induction of new staff.
- Assume responsibility for the subject-based professional development/learning programme within the Learning Area.
- Ensure the dissemination of material relating to professional development courses, both outside and inside the School, to relevant staff and decide who should attend such courses, in consultation with the Head of Secondary.
- Participate actively in selection of Learning Area staff, teaching and non-teaching.
- Participate in timetable planning, particularly in allocation of staff to classes.
- Discuss the performance of staff with the Head of Secondary and the Principal. Such discussion will normally follow appraisal, both formal and informal.
- Ensure professional learning evaluation forms are submitted to the Head of Secondary.
- Coordinate and promote student involvement in extension programmes offered.
- Promote and coordinate student involvement in external competitions.
- Chair Learning Area meetings on a regular basis and provide feedback to Head of Secondary.
- Provide summaries of Learning Area meetings to the Head of Secondary.

Teaching and Learning

- Support and model the School's philosophy of teaching and initiatives to improve learning, using an appropriate range of teaching and learning practices within the Learning Area.
- Work with members of the Learning Area and others, when appropriate, to promote the use of a broad range of contemporary teaching and learning strategies.
- Being responsible, as a member of the Academic Council, for recommendations to the Senior Management Team for future teaching and learning opportunities within the School.
- Stay well informed of current curriculum and pedagogical developments in Learning Area subjects at secondary level and, where appropriate, at tertiary level.
- Take up membership of subject associations on either an individual or Learning Area basis.

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.

- Disseminate and act on appropriate information received from the School Curriculum and Standards Authority (SCSA), AISWA and other relevant bodies.
- Promote the teaching and learning of Learning Area subjects within the School and encourage students to pursue their interest in the subject outside the formal classroom situation.
- Accept membership of appropriate task groups and committees within the School.
- Ensure that curriculum meets the requirements of the Australian Curriculum.
- Provide clear leadership in the continuing implementation of subjects as directed by the School Curriculum and Standards Authority.
- Liaise with the Library Coordinator to ensure library resources are relevant, well-maintained and available to students.
- After consultation with members of the Learning Area, decide on course-related materials and technologies for students where this is relevant.
- Establish and maintain suitable resources for members of the Learning Area.
- Promote the appropriate use of communication and information technology within the Learning Area within the context of the School's ICT programme.

Student Programs

- Oversee the planning, organisation and responsibilities for the course content for all Learning Area courses in Years 7 to 12.
- Ensure that student programs are made available on SEQTA together with all relevant resources.
- Ensure all aspects of the "Essential Ingredients" of Teachers Assistant are present across all teaching and learning programs.
- Liaise with the SAER committee and Learning Support teachers.
- Co-ordinate and engage students in co-curricular programs to enhance learning area outcomes.

Student Assessment and Reporting

- Accept overall responsibility for the allocation of responsibilities relating to the organisation, implementation and evaluation of formal assessments within the Learning Area.
- Ensure that the appropriate format, content, marking procedures and timely production of all assessment programmes are maintained in SEQTA Teach and meet appropriate standards.
- Co-ordinate the maintenance of accurate records of assessment at all levels in SEQTA Teach.
- 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.
- Ensure clear lines of communication with parents in regards all classes in Learning Areas (or within their wider responsibility).

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.

Administration

Facilities

- Ensure that a suitable teaching environment and suitable teaching materials are provided.
- Ensure that, as far as possible, the working areas occupied by members of the Learning Area are well maintained.
- Carry out HOLA morning and lunch time duties efficiently and effectively.

Finance

- After consultation with the Principal and Head of Secondary, plan strategic long-term and year-to-year budgets.
- Maintain records as to the allocation of Learning Area funds.
- Make a detailed budget submission for the following year for the attention of the Principal.

Liaison Role

- Liaise with members of the Senior Management Team in relation to the communication of matters of specific concern raised by members of the Learning Area.
- Co-ordinate inter-Learning Area or cross-curriculum activities where this is required.
- Maintain a lively programme of creative and extension activities to enrich students' educational experiences.
- Communicate to members of the Learning Area matters arising from Academic Council meetings.
- Communicate with parents about the progress of students within the Learning Area.
- Communicate with Mentors about the progress of students within the Learning Area.
- Develop methods to promote innovation and developments with the Learning Area to the school community and the broader Jewish community.

The Head of Learning Area may be asked to undertake other responsibilities as deemed appropriate by the Principal or members of the Senior Management Team.

Requirements

This position is offered at 1.0FTE, with contact time commencing at 8.00am and concluding at 3.15pm. Additional co-curricular and professional duties such as parent meetings, professional development and teaching preparation extending beyond articulated hours will be expected to fulfill the requirements of this position effectively.

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.

- Hold a Working with Children Check
- Have national police clearance

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.

Skills, Abilities and Personal Attributes

- Support the School's Vision, Purpose and Values
- A secondary teaching qualification, with a specialization in English
- A sound knowledge of the Western Australian Curriculum
- A collaborative approach to teaching and learning
- An informed, skilled approach to utilizing ICT in education
- A clear understanding of how children learn best, embodied in targeted explicit teaching and personalized learning for students
- A thorough understanding of 21st Century pedagogy and thinking

Shula Lazar

PRINCIPAL

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.

Carmel School is an Orthodox Jewish Day School. Applicants are not required to be Jewish, however should be supportive of the values and ethos of the Jewish faith.