

## **HEAD OF LEARNING MODULE – YEARS 7 TO 9**

### **POSITION DESCRIPTION**

**REPORTING TO:** Principal (Secondary - Werribee)

**CAMPUS:** Werribee

#### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

#### **POSITION SUMMARY:**

The Head of Learning Module – Years 7 to 9 is a significant leadership position that is directly accountable to Principal (Secondary – Werribee) assisting her to ensure the overall educational effectiveness of the Secondary School.

The Head of Learning Module – Years 7 to 9 will have specific oversight and management of the Year 7 to 9 section of the Secondary School. This includes effective delivery of our distinct Christian education programme, school culture and care of students, staff and parents.

#### **ROLE IN RESPONSIBILITY STRUCTURE:**

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Heathdale Christian College, including the effectiveness of the educational practice and programs.
- The Principal (Primary - Werribee), the Principal (Secondary - Werribee), the Principal (Melton) assist the Executive Principal in his role as part of the Senior Leadership Team (SLT), particularly in relation to the effective management of their relevant campuses.
- The Director of Teaching and Learning is responsible for assisting the Principals in regards to the oversight and implementation of teaching and learning programs / activities across both campus.
- The Director of Student Wellbeing has the responsibility to ensure that the College provides the appropriate learning support to exceptional students, their staff and parents. One of the essential aims of this role is to provide a

holistic approach to supporting students within the context of understanding a biblical worldview.

- The Heads of Learning Module are responsible for assisting the Principals and Deputy Principals to oversee the regular day-to-day activities of their respective Learning Module, ensuring each section is well administered and smoothly operated within the guidelines and policies set by the Board and the SLT.

## **THE PERSON:**

The Head of Learning Module will:

- Have a demonstrated commitment to the Lordship of Christ in all areas of their life.
- Be willing to subscribe to and adhere by the College's '**Theological Foundations Statement**'.
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- Be able to demonstrate a sound knowledge of teaching from a Christian perspective and be able to ensure that such teaching is effectively implemented.
- Have experience in and / or a willingness to be committed to the development of Christian Perspectives throughout the curriculum, practices and procedures.
- Have a deep understanding of current educational trends, practices and policies.
- Have appropriate educational leadership qualifications and / or experience.
- Have proven leadership skills and experience.
- Be committed to the development and empowerment of the staff.
- Have a strong organisational and pastoral skills.
- Be able to be an effective team member.
- Have a demonstrated reputation in the College recruitment values of being Hungry, Humble and Smart.
- An excellent personal reputation as an educator.

## **KEY RELATIONSHIPS:**

**The Head of Learning Module – Years 7 to 9** needs to develop and maintain key relationship with the following:

- Principal - Secondary
- Deputy Principal - Secondary
- Year Level Coordinators
- Learning and Teaching Coordinator (Secondary)
- Secondary Learning Enhancement Coordinator
- Student Welfare Coordinator
- Staff, students and parents in their Learning Module

Refer to Attachment A for more detail.

#### **KEY RESPONSIBILITIES:**

**The Head of Learning Module – Years 7 to 9's** responsibilities will include:

- In conjunction with Principal and Deputy Principal (Secondary – Werribee) the general oversight of the specific Learning Module including the pastoral care of students and delivery of the agreed HCC curriculum.
- Assisting the Principal and Deputy Principal (Secondary – Werribee) in setting and maintaining the overall culture / tone of the Learning Module, in line with the rest of the College.
- Being an active member of the Secondary Leadership Team.
- Oversee Student Leadership initiatives.
- Management of student behaviour within the Learning Module.
- Oversight of Assemblies within the Learning Module.
- Communicating and liaising with Parents.
- Assisting the Principal (Secondary – Werribee) with Staff selection
- Assisting the Principal (Secondary – Werribee) with Staff performance.
- Assisting the Principal (Secondary – Werribee) with Staff welfare.
- Strategic planning for future development of the Secondary School.
- In conjunction with the Community Development Manager, promoting and marketing the Secondary School.

## **SPECIFIC AREAS OF RESPONSIBILITIES:**

### ***i.* General / Cultural**

**The Head of Learning Module – Years 7 to 9** is a significant educational and administrative leader for the Secondary School, and will lead under the direction of the Principal and Deputy Principal (Secondary – Werribee) by:

- Upholding the Mission and Vision of the School.
- Maintaining a God-honouring spiritual and emotional atmosphere and effective lines of communication amongst the staff, students and parents.
- By enacting the Colleges' policies, goals and objectives in keeping with the School's educational philosophy and policies as approved by the Board.
- Assist in and work towards the continuous improvement of all College policies, programs and practices.
- As required, assist with the meeting of government accountability requirements.
- Working in a collaborative manner with the Year Level Coordinators, Learning Area Coordinators, Learning Module Staff and other members of the Secondary Leadership Team.
- Attending to other duties as required.

### ***ii.* School Culture and Learning**

**The Head of Learning Module – Years 7 to 9** will provide educational leadership under the direction of the Principal (Secondary – Werribee) by:

- In conjunction with the Learning and Teaching Team, the development and implementation of a whole school teaching and learning strategy specifically for Years 7 to 9.
- Effective implementation of the strategy within the Secondary School to ensure continuous growth and improvement in student learning.
- Ensuring the implementation / maintenance of a Christ-centered curriculum and associated programs (e.g. Christian Life Studies, Daily Homeroom devotions etc).
- Overseeing the transition of students into and out of the Learning Module, especially Year 7 Orientation.

- Overseeing the effective and safe implementation of Secondary School camps, excursions and events, enacting College policies and associated procedures within the Year 7 to 9 Learning Module.
- In conjunction with other members of the Secondary Leadership Team and the Head of Teaching and Learning (or their delegate) be actively involved in the identification of improvements in the educational program and the development of an action plan.

### ***iii.* Management**

**The Head of Learning Module – Years 7 to 9** will manage all aspects of the day-to-day operations of the Learning Module by:

- Acting as the Principal's or Deputy Principal's (Secondary – Werribee) representative, as required.
- Maintaining effective channels of communication with the Principal (Secondary – Werribee), Deputy Principal, Heads of Learning Modules, Year Level Coordinators, Teaching Staff, Learning & Teaching Coordinator (Secondary) and administration staff.
- Attending fortnightly Secondary Leadership meetings to ensure and to provide two-way communication between the members of this group.
- Ensuring duty of care responsibilities are upheld and other safety and risk management policies are followed.
- Assist the Principal and Deputy Principal (Secondary – Werribee) overseeing the upkeep of the Secondary School's equipment and advising on needs.
- Planning and facilitating staff meetings for the Learning Modules.
- Attending other staff-related meetings where necessary.

### ***iv.* Staff**

**The Head of Learning Module – Years 7 to 9** will lead staff under the direction of the Principal (Secondary – Werribee) by:

- Providing and modelling excellent educational leadership.
- Creating a culture that allows for individual initiative and open channels of communication.
- Liaising between staff and the Principal and Deputy Principal to convey information to the Principal and Deputy Principal as appropriate and refer staff members to the Principal or Deputy Principal if necessary.

- Liaising between staff and parents in their Module as required.
- Being involved in forward planning of staffing requirements.
- Building the capacity of staff to be effective teachers.
- Assisting Principal and Deputy Principal to ensure staff adhere to all relevant policies and procedures.

#### v. **Students**

**The Head of Learning Module – Years 7 to 9** will under the direction of the Principal (Secondary – Werribee) support, encourage and nurture students by:

- Create and establish opportunities for student voice.
- Developing and take responsibility for Student Leadership opportunities and initiatives.
- Meeting with staff, parents and the Learning Enhancement staff to review and assess the progress of students as required.
- By attending to significant discipline problems, pastoral care / welfare issues, including meeting with parents as required.
- Assisting the Principal and Deputy Principal to ensure the delivery of accurate and timely student reports.
- Overseeing school assemblies.
- Assisting the Deputy Principal and Principal with the coordination of End of Year Presentation events.
- Ensuring the effective induction of all new students.

#### vi. **Community Partnerships**

**The Head of Learning Module – Years 7 to 9** will be required to develop 'community' in line with the School's vision under the direction of the Principal (Secondary – Werribee) by:

- Fostering healthy school / parent and school / community relationships.
- Communicating between school and parents and school and community.
- Fully understanding and promoting the concept of parent partnership in education.
- Developing a positive image of the School within both the College and wider communities.

- Receiving and promptly responding to incoming correspondence and calls.
- By attending and participation, various parent functions arranged within the College.

#### **vii. Standards of Performance**

**The Head of Learning Module – Years 7 to 9** performance will be measured using the Specific Areas of Responsibility, and determined against evidence of the following particular standards:

- Achievement of stated goals, aims and objectives.
- Christian character and tone of this module within the Secondary School.
- Staff and student morale.
- School/community relationships.
- Quality of the educational program.
- Smooth day-to-day functioning of their section of the College.
- Organisation, evaluation, assessment and supervision of personnel.
- Resolution of conflict situations.
- Maintaining the dignity/integrity of the position of Head of Learning Module.

#### **viii. Authority**

**The Head of Learning Module – Years 7 to 9** is granted authority by the Principal (Secondary – Werribee) to:

- Discipline students in line with the College's student behaviour management policy.
- Recommend suspension of students to the Principal (Secondary – Werribee) and recommend to the Executive Principal the expulsion of students where necessary.
- In consultation, liaise and communicate with parents, law enforcement officers, state and federal department officers where necessary.
- Approve expenditure within budget limitations.
- Request information from staff and students relevant to the smooth functioning of programs and student participation in school life.

- Provide direction and instruction to the Year Level Coordinators for their attention and action as required.

**ix. Accountability**

**The Head of Learning Module – Years 7 to 9** is directly responsible to the Principal (Secondary – Werribee) and as such will be accountable through:

- Fortnightly verbal reports to the Principal (Secondary – Werribee).
- Any other reports as required by the Principal (Secondary – Werribee).

**x. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

**xi. Experience, Attributes and Qualifications**

- An ability to model the school's values in daily life.
- Experience in working with secondary aged children.
- Ability to work with parents and guardians effectively.
- An understanding of appropriate behaviours when working with children.
- An ability to identify and minimise risks to child safety.
- A commitment to hold self and others accountable for complying with their child safety obligations.
- A commitment to demonstrate and uphold best practice in all relationships, educational programs and College priorities.
- A consistent demonstration of management integrity and honesty.



- Experience in managing complex pastoral issues relating to students' wellbeing.
- A Postgraduate qualification in educational curriculum development or leadership is generally expected.

## **TEACHING ALLOCATION**

Up to 0.5 FTE or as agreed upon each year.

## **REMUNERATION**

1. An attractive commencing salary will be negotiated and established on the basis of experience and expertise.
2. The College contributes 11.5% of salary to the nominated superannuation fund.
1. The total package will be reviewed annually.

## **ATTACHMENT 'A'**

### **Key Relationships defined:**

<b>WITH</b>	<b>PURPOSE</b>	<b>FORM</b>
<b>Principal (Secondary – Werribee)</b>	<ul style="list-style-type: none"> <li>• To determine how the College's key goals can be attained in the Secondary School context</li> <li>• To ensure a common culture across the College</li> <li>• Representing the Principal as needs be</li> </ul>	This can be in Secondary Leadership Team Meetings and other set meetings

<b>Other Heads of Learning Modules</b>	<ul style="list-style-type: none"> <li>• Development of one culture across the College,</li> <li>• Curriculum development / priorities, student behaviour management and management of critical incidents</li> </ul>	Secondary Leadership Team Meetings and on an 'as needs basis'
<b>Year Level Coordinators, including VCE Coordinator</b>	<ul style="list-style-type: none"> <li>• Developing a learning culture and staff effectiveness in teaching</li> <li>• Assist and support Year Level Coordinators to manage student behaviours effectively</li> </ul>	Learning Module Meetings and on an 'as needs basis'
<b>Learning &amp; Teaching Coordinator (Secondary)</b>	<ul style="list-style-type: none"> <li>• Assisting to develop a seamless curriculum across the College.</li> <li>• Teaching from a Biblical Worldview</li> </ul>	On an 'as needs basis'
<b>Director of Student Wellbeing</b>	<ul style="list-style-type: none"> <li>• Exceptional student learning issues,</li> <li>• Student welfare issues</li> </ul>	On an 'as needs basis'
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Learning and Teaching</li> <li>• Student management issues</li> </ul>	On an 'as needs basis'
<b>Student Welfare Team Members</b>	<ul style="list-style-type: none"> <li>• Assisting and supporting the College's Pastoral Care team as they support students / families in need or crisis</li> </ul>	On an 'as needs basis'
<b>College Nurse</b>	<ul style="list-style-type: none"> <li>• Assist and support Nurse with health initiatives or support for</li> </ul>	On an 'as needs basis'

	specific vulnerable students	
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