

TITLE	Learning Area Leader (LAL)
EMPLOYMENT STATUS	Additional responsibility role. The Learning Area Leader will also have a teaching load and time release. [1FTE]
DEPARTMENT	Teaching & Learning
ENTERPRISE AGREEMENT	Launceston Church Grammar School (Teachers) Enterprise Agreement 2023-2025
EA CLASSIFICATION	Teaching scale + responsibility allowance
TEACHING LOAD	TBC
REPORTS TO	Director of Learning
REPORTS	Learning Area – Department Teaching Staff
LOCATION	Senior Campus

Scope of position

This position is responsible for providing leadership in curriculum planning, staff management, coordinating the activities and professional learning of staff, and representing the department both within the School and externally. As well as championing the implementation of teaching strategies to support the delivery of the learning objectives and best practice educational outcomes.

Duties and Responsibilities

LEADERSHIP

- Lead and be accountable for all activities within the department.
- Make decisions in accordance with the School's delegations of authority.
- Aspire to achieve standards of excellence in student outcomes and teacher performance.
- Lead in a way that articulates, supports and furthers the School's strategic vision.
- Support and promote the integration of wellbeing throughout the School.
- Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture.
- Model positive behaviours, which support the School's ethics and core values.
- Determine strategic and operational priorities for department, in line with the School's vision.
- Represent the School and participate as a member of internal and external committees and organisations.
- Oversee and manage budgets, in liaison with the Director of Learning and the Director of Business.

LEADING CURRICULUM & STUDENT ASSESSMENT

- Promote and implement practices and initiatives that support and encourage the achievement of academic excellence and the all-round development of students.
- Maintain an up-to-date knowledge of national and international trends and developments in curriculum.
- Liaise with department staff to share ideas and consider new or potential curriculum opportunities in line with the School's educational vision.
- Ensure that appropriate assessment plans and moderation tools are in place to meet ACARA and TCE requirements.
- Ensure that assessment data is gathered in a timely and effective manner and oversee continuous reporting processes.
- Coordinate the departments learning and assessment plans.

LEADING OTHERS

- Provide line management for department staff.
- Assist with the recruitment, induction and appraisal process for direct reports, in liaison with the Director of Learning and Executive Officer.

- Ensure that the performance of new staff is appropriately reviewed and evaluated during the probationary period and that effective feedback is provided to the new staff member and Director of Learning within the probationary period.
- Lead with exemplary practice, acting as a mentor to staff.
- Conduct regular meetings and reviews with direct reports and provide regular feedback regarding performance.
- Ensure that the professional learning undertaken by department staff is aligned with the School's strategic priorities and any specific goals identified during the performance management process in relation to the AITSL Standards.
- Support the ongoing professional learning of direct reports, identifying suitable opportunities in line with School priorities.

TEACHING & LEARNING

- Provide sufficient enrichment activity that will support curricular and academic programs to ensure achievement of our goals and strategic plan.
- Model exemplary teaching practice.
- Conduct formal parent interviews in accordance with the School schedule and other parent meetings as required or requested.
- Participate in any appraisal processes.
- Be an active participant in the School's Professional Learning Program.
- Feedback to be given continuously to students using MyGrammar and TASS.

GENERAL

- Contribute to the School's co-curricular program.
- Be a House Tutor
- Attend all staff meetings.
- Be fully and actively involved in the life of the School, including community events, functions and promotional activities.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, incidents and near misses.

Key Selection Criteria

- **Teacher Registration** — Tasmanian Teachers Registration Board.
- **Working with Vulnerable People Registration** — Department of Consumer, Building and Occupational Services.
- **Tertiary Qualification** A Bachelor's degree or higher in Education.
- HLTAID012 – **Provide First Aid in an Education and Care Setting**.
- **Leader** — Demonstrated capacity to lead or experience in leading teams.
- **Teaching** — Curriculum and pedagogical design; exemplary teaching practice and relevant experience
- Thorough understanding of contemporary student welfare and wellbeing practices.
- Ability to develop, promote and implement new and creative initiatives.
- Proactive interest in innovative and emerging strategies and technologies.
- Contemporary approach to curriculum with evidence of innovation and outstanding outcomes.

Safeguarding Children and Young People

Launceston Church Grammar School takes the safeguarding of children and young people seriously. You must:

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;

- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attributes and personal qualities

- Passion for teaching and education
- Strong leadership skills to guide and support a team.
- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Motivates and influences through communication and collaboration.
- A continuous learner – committed to your own Professional Development
- Demonstrated resilience
- Honest, trustworthy and ethical.
- High emotional intelligence and ability to build positive working relationships.
- Well-developed interpersonal and communication skills with both children and adults, balanced with a respect for confidentiality
- Sense of humour with positive can-do attitude
- Strong time management and ability to juggle competing priorities