



LEARNING AREA COORDINATOR

Position Description

Learning Area Coordinators report to the Principal via the Director of Teaching & Learning.

Learning Area Coordinators will actively promote and maintain the college's philosophies and practices and the Marist identity of the school.

Learning Area Coordinators have specific responsibilities in relation to the development, maintenance and monitoring of high quality teaching and learning practices within their learning area.

Learning Area Coordinators remain current with the requirements of statutory bodies, particularly the CEO and the VCAA. They have a responsibility to remain up-to-date with best contemporary practice in their Learning Area and to model exemplary teaching and learning practices.

A Vision for the Whole School Curriculum

- Maintain an overview of the place of the Learning Area in the school's curriculum and work collaboratively to build links with other learning areas.
- Work with Learning Area members to develop common understandings, goals and purposes compatible with the school's vision for teaching and learning.
- Articulate and demonstrate high expectations for the teaching practices and learning experiences and outcomes delivered by the Learning Area.

Teaching and Learning

Curriculum Documentation

- Work collaboratively with the Learning Area team to clearly articulate learning goals, outcomes and assessment tasks for all units of study, in line with the requirements of external agencies such as the CEO and the VCAA.
- Ensure all teachers of a subject follow the course outlines as published.
- Ensure the Learning Area's course outlines document the teaching and learning strategies that will be used to achieve the learning outcomes.
- Ensure that all Course Outlines are prepared and/or updated for all units within the Learning Area and that electronic copies of these are lodged with the Teaching & Learning Team by 31st March each year.

Assessment

- Ensure that a range of high quality internal assessment strategies are designed and used to measure student learning. These should also provide information about the effectiveness of the teaching and learning program.
- Facilitate collaborative moderation of assessment of student work to determine the standard the student is working at, but also to indicate areas needing improvement in the teaching and learning program.
- Ensure that assessment procedures are fair, valid and consistent.
- Work collaboratively with the Director of Teaching & Learning, Literacy Coordinator, VCE and VCAL Coordinator as appropriate to analyse available educational data to identify opportunities to improve teaching and learning practices within the Learning Area. Share this analysis with the appropriate members of the Learning Area team and support colleagues in making effective use of this data to improve teaching practices.
- Coordinate the setting of assessment/exams in line with school policy.

Reporting

- Promote and support effective reporting practices, the development and maintenance of appropriate and comprehensive reporting comment banks and regular review of report templates.
- Be available to undertake extensive report proofreading.

Individual Learning Programs

- Support teaching programs and strategies which meet the needs of individual students or student groups based on the analysis of student achievement data.
- Ensure the faculty has, in collaboration with the Learning Enhancement Coordinator, documented strategies in place for supporting the special needs of students, as well as documented opportunities to extend the learning of gifted and talented students.
- Acknowledge and celebrate the individual student excellence within the college community.
- Participate in the subject selection process by reviewing student choices in consultation with their current teachers.
- Undertake active promotion of the subjects within their learning area at key subject selection times.

Pedagogical Practices

- Work with staff to encourage critical reflection, research and the sharing of ideas to identify opportunities for curriculum improvement.
- Encourage risk-taking by staff, facilitating the planning, implementation and evaluation of innovative teaching and learning strategies.
- Use collaborative strategies to promote and sustain high quality teaching in the faculty within the context of a focus on student outcomes and high expectations.
- Ensure that good pedagogical practices are included in the annual review of units of work.

People and Resources

Staffing

- Assist in the selection of new staff by reading shortlisted applications and being involved in the interview process as required.
- Advise the Director of Teaching & Learning on the best deployment of staff in the Department for the following year and assist the Deputy Principal and Director of Teaching & Learning during staff allocation meetings.

Professional Development

- Create opportunities for teachers to reflect upon their practice, share approaches and strategies, and to learn together through meetings of groups of same subject teachers, curriculum development forums and the use of staff learning time.
- Actively promote membership with teacher subject associations and encourage networking with other schools as a result.
- Plan a fair and reasonable distribution of external professional development opportunities.
- Organise information and support for teachers new to the school or new to the Learning Area. Ensure that regular Learning Area support is available to new staff.
- Acknowledge and celebrate the achievements of faculty members.

Staff Appraisal and Performance Review

- Facilitate appraisal and performance review of faculty members as required. Support staff to reflect upon practice, provide opportunities for them to ask questions, and provide thoughtful and constructive feedback about their performance.

Resources

- Manage, monitor and review the range, quality and use of faculty resources to best meet the teaching and learning needs of the faculty.
- Liaise with the ICT systems manager and the Librarian re: purchase and ordering of resources and/or class sets.
- Initiate processes to raise awareness of resources available and to train staff in the appropriate use and management of resources.
- Ensure that printed, electronic and other resources are shared and organized in a way that maximizes their accessibility and lifespan.
- Ensure that resources are age appropriate, morally and ethically acceptable, and meet all censorship and copyright guidelines.
- To oversee the good order, cleanliness, storage and good repair of Learning Area facilities, equipment, reference materials and teaching resources.

Administration

Budgets

- Develop and administer an annual budget in consultation with the College Business Manager and the Teaching & Learning Team. Submit any Capital Requests to the Director of Teaching & Learning by mid-term three.

Meetings

- Plan and chair Learning Area meetings and circulate minutes of these minutes to Principal, Director of Teaching & Learning and Learning Area members.
- Attend and actively contribute to the Learning Area Coordinators meetings.
- Learning Area Coordinators will meet individually with the Director of Teaching & Learning at least once per term to review progress and discuss planning for the Learning Area.
- Attend subject selection Parent Information sessions and other meetings as required by the Principal.

Communication & Promotion

- Oversee the development of an Open Day display and roster Learning Area staff on duty.
- Contribute regularly to the College Newsletter and School Magazine to build a partnership between home and school and to raise the learning area profile.
- Communicate Learning Area information and administrative requirements via email or memo as appropriate.
- Ensure that relevant VCAA information, assessment requirements and report templates reach teaching staff in good time.

Special Responsibilities

- Some duties are specific to the Learning Area.