



## DUTY STATEMENT

### Head of Learning Area (Religious Education)

---

**Date:** July 2022  
**Time:** Full-time (Semester Two, 2022)  
**Status:** Head of Learning Area  
**Department:** Religious Education

---

#### POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

The Head of Learning Area forms an integral part of the middle leadership team at Mercy College. The successful applicant will be a dynamic educator and will be familiar with those teaching strategies that assist students to reach their full potential within Years 7 – 12. The Head of Learning Area will work collaboratively with other staff to foster a stimulating learning environment and to improve student outcomes.

The role of the Head of Learning Area involves implementing and maintaining the Catholic Ethos and educational philosophy of the College within the learning area and playing an important leadership role in the development of staff and the College's Vision for Learning.

The position of Head of Learning Area is one of significant standing within the College community. The Head of Learning Area exercises an important and influential leadership role among the teaching staff.

---

#### LINE MANAGEMENT:

Working under the direction of the Principal, via the Head of Secondary.

---

---

## **GENERAL DUTIES AND RESPONSIBILITIES:**

### **Theological Leadership**

The Head of Learning Area undertakes, under the direction of the Principal and in accordance with the guidelines of the CECWA, to contribute actively towards the maintenance and development of the Catholic culture and ethos of Mercy College by:

- Providing exemplary Christian leadership for all members of the College community;
- Encouraging a religious and moral perspective throughout the curriculum;
- Promoting a thoroughly Christian spirit of respect amongst staff and students;
- Promoting sound educational standards and the pursuit of excellence;
- Providing good quality pastoral care for staff and students;
- Ensuring that staff are implementing behaviour management practices that are consistent with Bishop's Mandate Letter.

### **Catholic Identity**

- Support and provide modelling of the College's Mission and Vision;
- Provide pastoral care to students inspired by Gospel values;
- Give witness to the Catholic faith in an overt and knowledgeable manner;
- Provide appropriate pastoral and faith experiences;
- Seek faith and liturgical opportunities to deepen their personal relationship with God.

### **Education**

- Lead and support learning walks and a culture of peer observation;
- Support staff with teaching and viewing lessons in relation to the College's Vision for Learning;
- To induct and supervise teachers in the Learning Area and provide detailed information and professional guidance to new or inexperienced teachers;
- To guide and support teachers to improve their professional practice;
- To introduce and challenge teachers with innovative, effective and evidence based pedagogy;
- Carry out the duties of a classroom teacher in an exemplary manner;
- In consultation with the Principal, promote the professional development of staff;
- To advise the Principal on the best deployment of staff in the Learning Area while planning for a new year's timetable;
- To ensure that staff within the department prepare suitable teaching and assessment programs, and to ensure that copies of all current programs are available electronically;
- To set a high standard of teaching performance, to monitor and, where necessary, to improve teaching standards;
- To assist the Principal in the selection of staff when required.

---

## **Community**

- To support teachers in the management of students using Restorative Practices;
- To support teachers in maintaining open and regular parent communication;
- To work with the Head of Year or the Deputy Principals in cases of serious breaches of the College rules;
- To manage the allocation of students into appropriate classes in consultation with the Head of Year and the Deputy Principals;
- Actively support the College's Pastoral Care model;
- Receive and respond to short formal and informal reports from teachers working in the Learning Area as required;
- Participate in House and Pastoral Care Group meetings and activities.

## **Stewardship**

- In consultation with the Assistant Deputy Principal – Curriculum: to maintain/develop the Year 7 – 10 curricula to a standard commensurate with or superior to School Curriculum and Standards Authority (SCSA) requirements; to maintain Years 11 and 12 curricula in accordance with SCSA standards;
- To guide the implementation of educational reforms (e.g. West Australian Curriculum);
- In consultation with the Assistant Deputy Principal – Curriculum, to be responsible for course planning, programme development and assessment procedures;
- To coordinate the work of the Learning Area through well-planned and regular meetings;
- In consultation with the Assistant Deputy Principal – Curriculum, to award student levels/grades, Years 7 – 12, in accordance with SCSA requirements/standards;
- To check tests, examinations and marking standards, as well as the standard of presentation of student files;
- To plan and expend the Learning Area budget as approved by the College;
- To submit student booklist and stationery requirements;
- Report informally and formally to the Principal, as required;
- Any other duties as nominated by the Principal from time to time.

---

## **MIDDLE LEADERSHIP:**

- Actively contribute to the College Middle Leadership Team;
- Give witness to the College's Evangelisation Plan;
- Lead teachers to adopt pedagogical practice that is consistent with the College's Vision for Learning;
- Develop and reflect on a Professional Growth Plan aligned to the School Improvement Plan, supported by a member of the Senior Leadership Team;
- Lead members of their team to develop and reflect on a Professional Growth Plan aligned to the School Improvement Plan;
- Have an understanding of CEWA's Quality Catholic Education Framework and apply it to the mission and vision of Mercy College.

---

## **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Have completed or have made progress towards completing Accreditation to Lead in a Catholic School;
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA);
- Must hold a current 'Working with Children' card;
- Treat all information of the College in a confidential manner;
- Work with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

---

## **SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA);
  - Commit to a Professional Growth Plan, together with cyclic Performance Review, to be determined by the Principal;
  - Teach: 0.4 – 0.6 FTE;
  - Teachers Salary Level: Step 1 – Step 10;
  - Promotional allowance: Category 1, Level 1.
-