



**Saint Ignatius College Geelong**  
**Position Description**

<h2 style="margin: 0;">Learning Area Leader - Digital Technology</h2>
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Date: September 2018

<p><b>Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:</b></p> <ul style="list-style-type: none"> <li>➤ <b>College’s Catholic Ethos</b></li> <li>➤ <b>College’s Ignatian Ethos</b></li> <li>➤ <b>College’s Child Safe Policies and Procedures</b></li> <li>➤ <b>CECV Statement of Principles Regarding Catholic Education</b></li> </ul>
<p>The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and the Characteristics of Jesuit Education.</p> <p>The staff member appointed to this position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.</p> <p><b>All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.</b></p> <p><b>Designated Leader of Work Area – Deputy Principal (Teaching &amp; Learning)</b></p>

Allowance & Position Description	
<b>Allowance</b>	<p><b>Category – POL 2</b></p> <p><b>Reduction in maximum teaching allocation – refer to Structure table in POL Handbook</b></p>
<b>Key responsibilities</b>	<p>Digital Technology (DT) has been identified as a distinct learning area in our curriculum and leadership structure as an action arising from our School Improvement Plan.</p> <p>The main role of the DT Learning Area Leader (LAL) is to lead and manage the growth and development of the DT learning area to improve student learning outcomes and pathway opportunities to work and further study.</p> <p>The DT curriculum is based on the Victorian Curriculum and Victorian Certificate of Education.</p> <p>At Years 7 and 8, all students participate in a stand-alone DT subject. At Years 9-12, students have the opportunity to participate in DT and Information and Communications Technology electives.</p> <p>As well as teaching in this area, the DT LAL will collaborate with the e-Learning Coordinator and other LALs to support the College’s ICT initiatives, programs and resource management. Some examples of this include: cyber safety programs and engagement with the new Geelong Tech School.</p> <p>The DT LAL is the College’s liaison person with the Geelong Tech School.</p> <p>The DT LAL is a member of the Curriculum Team and responsible to the Deputy Principal (Teaching and Learning.)</p>

<p><b>Duties &amp; Responsibilities</b></p>	<p><b>The Learning Area Leader (LAL) is to lead, serve, facilitate and enable the relevant staff to design and deliver contemporary, challenging and engaging curriculum across the Learning Area.</b></p> <p>The LAL is a member of, and attends, Curriculum Team meetings. The LAL convenes Learning Area meetings.</p> <p>The Learning Area Leader will:</p> <ul style="list-style-type: none"> <li>• Ensure that teams convene to: <ul style="list-style-type: none"> <li>▪ plan and document courses;</li> <li>▪ share learning and teaching strategies;</li> <li>▪ foster an open and collaborative approach to learning and teaching in the relevant subject area;</li> <li>▪ ensure consistent and coherent practices and high expectations; and</li> <li>▪ act on school improvement strategies to improve student achievement.</li> </ul> </li> <li>• Build a cohesive Learning Area Team, providing a comprehensive and challenging educational experience for students, in a faith filled pastoral environment.</li> <li>• Ensure all documentation is current and available on the College intranet.</li> <li>• Ensure that for the Learning Area the following current documentation is available: <ul style="list-style-type: none"> <li>▪ Course overview</li> <li>▪ Semester timelines</li> <li>▪ Assessment documentation</li> <li>▪ Weekly outline</li> <li>▪ Any other documents as required by the Deputy Principal.</li> </ul> </li> <li>• Create a clear and compelling vision for the Learning Area within the framework of the College's Mission and Values Statements.</li> <li>• Promote and model a culture of cooperation amongst staff with different areas of expertise.</li> <li>• To undertake a mid-term review.</li> <li>• Convene teams to ensure consistent assessment and reporting procedures are implemented within each course of study.</li> <li>• Convene teams to ensure consistency of assessment and reporting where there is more than one teacher of the subject.</li> <li>• Undertake classroom visits to support staff by providing formative feedback.</li> <li>• Ensure that the Learning Area develops relevant and appropriate contemporary curriculum within each subject that has a clear focus on engaging learning and teaching in all classes.</li> <li>• Assist staff in ensuring the Victorian Curriculum and the Archdiocesan Religious Education Curriculum (including VCE, VET and VCAL subjects) and assessment procedures meet the professional standards and procedures as outlined in CEM's and VCAA guidelines.</li> <li>• Have a sound knowledge and understanding of curriculum and exemplary teacher practice.</li> <li>• Promote collegiality, cooperation and professionalism of staff and students within Learning Areas.</li> <li>• Support staff in relation to the performance of their professional duties.</li> <li>• Ensure that staff keep the internal environment of specialist areas clean, pleasant and that they are conducive to enhanced learning.</li> <li>• Oversee staff in relation to the performance of their professional duties and where necessary the Learning Area Leader is to bring staff to account.</li> <li>• Assist teachers to be aware of current developments in curriculum and to participate in relevant in-service education.</li> <li>• Support staff in the implementation of the curriculum.</li> <li>• Assist, encourage and mentor inexperienced teachers within the Learning Area.</li> <li>• Ensure agenda, attendance and minutes of Learning Area meetings are recorded and distributed and absentees are followed up</li> </ul>
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- Liaise with the Business Manager to develop a budget
- Ensure that the College is a member of the relevant subject association(s) and that the information from the association is made available to staff within the Learning Area.
- Ensure that students have access to subject based enhancement activities such as subject competitions.
- Ensure new staff are provided with course outlines, assessment criteria, report formats etc., and that these staff have an understanding of this material.
- Ensure the adequate resourcing of subject areas within the allocated budget.
- Annually submit, on behalf of the subject teams, recommendations for purchase of a capital (items over \$1,000 with a 3 year or more useful life) nature, eg audio-visual equipment, fitness equipment, kitchen equipment.
- Maintain a list of all resource materials not catalogued in the library belonging to the Learning Area.
- Assure the appropriate signage and storage of equipment/substances is in line with Occupational Health and Safety Regulations.
- Attend additional meetings as required.
- Provide advice on student subject selection and staff teaching allocations.
- Provide support to the Principal in the selection of staff.
- Assisting the Heads of Learning and Teaching to ensure that appropriate documentation and updating of unit booklets is carried out and that copies of current units are filed on the on the College intranet.
- Responsibility for ensuring the operation of regular, scheduled meetings of teachers in the area of study. This includes provision of an Agenda at least 24 hours prior to the meeting, minutes posted on the server and attendance recorded.
- Providing or accessing professional development activities to promote the use of learning technologies in the area.
- Ensuring that staff members in the area are kept up-to-date with material relating to research, readings, publications and events pertinent to the subjects.
- Ensuring that report pro-formas in the Domain area are reviewed and any updates given to the Deputy Principal (Teaching and Learning) according to timelines set.
- Responsibility for the monitoring of the overall budget for the area, including recommending Heads of Learning and Teaching the authorisation of spending in the respective areas, development of appropriate booklists, passing on relevant correspondence, etc.
- To evaluate and appraise subscriptions to journals and associations.
- Attend Curriculum Team Meetings.
- Monitoring any ordering of materials and resources for this area.
- Coordinate facilities/room usage by Learning Area Teachers.
- Manage equipment purchase, storage and use.
- Coordinate displays and promotional activities for Open Day and attend this day.
- Coordinate student subject awards.
- Investigating, evaluating and recommending any subscriptions to journals and memberships/affiliations.
- Passing on information about PD activities and professional publication related to the subject area.
- Develop and submit to the Executive Team a safety policy that incorporates safety and participation procedures, processes and regulations for specialist rooms and facilities.
- Ensure that teachers are aware of the relevant specialist area safety and participation policy, which rules and regulations are displayed and regular routine checks are undertaken.
- Make use of both internal and external data to review assessment tasks, teaching and learning strategies and student's progress.
- To prepare a report and articles for College publications.
- Promote the subject areas and support the subject selection process.
- Facilitate student participation in Learning Area relevant competitions (eg. English, Science, ICT, Maths competitions, Art competitions, etc.)
- Provide articles for College publications including Magis and Newsletter
- Develop goals for the POL at the start of each year

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|  | <ul style="list-style-type: none"><li>• Provide a report each year</li></ul> <p>Any other duty as directed by the Principal or Deputy Principals</p> |
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