

LEARNING AREA MANAGER

OVERVIEW OF ROLE:

The Learning Area Manager develops and administers the resourcing of their particular areas of teaching and learning, whilst providing professional support for the teachers within that area. This will involve working with the Senior School Coordinator, the College Librarians and the VELS coordinators to ensure that the teaching and learning programs are resourced, managed, and communicated to the wider College community, in a manner that enables curriculum standards to be met and provides for the enhancement of teaching and learning for staff and students.

SPECIFIC RESPONSIBILITIES:

The Learning Area Manager will, for a given area -

1. maintain effective communication with all staff (teaching and non-teaching), students, and the wider College community in relation to their Learning Area;
2. administer a budget for teaching and learning resources, overseeing expenditure and organizing and planning resources, including activating membership of professional associations;
3. organise and plan resources ensuring, where relevant, the safety and maintenance of equipment and resources;
4. attend Curriculum Forum meetings, LAM meetings, and other meetings or events relevant to the management of the Learning Area, when necessary;
5. make recommendations, through the Curriculum Forum, to the Curriculum Vision Team on curriculum matters, resource issues and professional support issues;
6. advise the Director of Teaching and Learning in the allocation of staff to subjects, and assist, where appropriate, in the selection of candidates for vacant positions;
7. complete their learning area Professional Learning Goals, in consultation with staff and the Director of Staff Professional Learning;
8. ensure, in conjunction with the Senior School Coordinator, that all requirements of VCAA are met;
9. recommend, encourage and approve excursion requests;
10. undertake any other duties as may be required by the Principal.

PERFORMANCE REVIEW:

The Annual Review Meeting will serve as an appropriate forum for the on-going review of the position.

PROFESSIONAL EXPECTATIONS:

The Learning Area Managers undertake to:

1. carry out all responsibilities in a professional and ethical manner;
2. act consistently and effectively as a role model for others;
3. encourage other staff to undertake their responsibilities in an equally professional and ethical manner;
4. seek and engage in professional learning opportunities;
5. be conversant with school policies relevant to their work;
6. act when there are perceived breaches by –
 - addressing the issue promptly,
 - following all relevant College protocols and policies in investigations,
 - bringing the issue to the attention of the relevant authorities,
 - playing a significant role in resolving the issue,
 - working towards outcomes that are in the best interests of the College, whilst respecting the individual rights of staff and students.

WORKING RELATIONSHIPS:

The Learning Area Managers have significant and/or frequent working contact with the Director of Teaching and Learning; the Director of Staff Professional Learning, the VELS Coordinators, the Heads of Campus, Teachers and School Service Officers in the relevant area.

RESERVATION OF AUTHORITY:

The Learning Area Manager is responsible to the Principal through the Director of Teaching and Learning.