Kolbe Catholic College

Role Description

Position: Head of Learning – Religious Education
Responsible To: The Principal
Conditions: Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2015
Review Date: 2020

KOLBE CATHOLIC COLLEGE
We are a co-educational secondary College situated within the Rockingham educational precinct bordering Murdoch University and Challenger Institute of Technology. Since its inception, Kolbe has grown to become a thriving community with an enrolment of over 1,100 students from Years 7 to 12. We are blessed to have beautiful grounds that serve as a backdrop for all that happens on our campus. When wandering around at lunchtime, you could be mistaken in thinking that you are sharing a picnic lunch with more than 1,100 students who are at home in the lovely setting!

Our motto of Courage, Faith, Excellence was inspired by our patron, St Maximilian Kolbe, and challenges students to capitalise on their many gifts. They are assisted in this endeavour through a rich and diverse array of learning opportunities offered inside and outside of the classroom. It is our dedicated staff and teachers who create and support these wonderful learning opportunities.

**Vision**

To grow lifelong learners inspired by Jesus to help transform the world.

**Mission**

To build an authentic learning community that is rich in diverse opportunities enriched by Catholic values.

The preferred applicant should have a minimum four year tertiary qualification and have Accreditation to Lead Religious Education in a catholic School.

1. **Kinship**

To promote and create an inclusive community which enables all to share their gifts and talents.

The role of the Head of RE in the Kinship domain encompasses the following:

- Work with staff to communicate the RE program to parents.
- Provide opportunities for parents to participate in the College’s RE program.
- The development of a sense of community within the learning area based on trust, collaboration and genuine service. Encouraging the establishment of a safe, purposeful classroom environment where a similar sense of community prevails.
- Establishment of procedures within the learning area to ensure regular and effective communication with families and students.
- Develop initiatives to promote the College in the wider community.
- Developing learning area strategies that promote and sustain Catholic life at the College.
- Support Parish initiatives.
2. Ownership

To take personal responsibility for one's own growth and contribution to the ongoing development of our community.

The Head of Religious Education at Kolbe Catholic College will:

- Organise effective professional learning opportunities for learning area staff to assist with their professional growth. Encouraging staff to connect with appropriate professional associations and network with other teachers.
- Visit the classrooms of learning area members and provide feedback to staff.
- Be involved in self-improvement in their profession.
- Encourage the use of reflective practice amongst learning area staff.
- Foster an environment where staff visit and view lessons of their peers.
- Use the AITSL standards as a guide, develop a framework that encourages the professional growth of each staff member.
- Fulfilling the role of mentor, particularly to new staff within the learning area – challenging, encouraging and supporting staff.
- Assume the role of coach for assigned staff.
- Provide leadership of learning opportunities for staff as part of the College’s professional learning framework.
- Plays a leadership role in supporting the staff with the College’s Professional growth.

3. Learning

To facilitate learning through an innovative, authentic and engaging environment.

The role of the Head of RE encompasses the following:

- Is an outstanding and innovative educator who engages with staff in implementing the College’s Vision and Mission.
- Promotes Religious Education as the first learning area.
- Coordinating the learning area curriculum within the context of the whole educational program offered by the College.
- Working collaboratively with the Deputy Principals in the development of curriculum at the College.
- In conjunction with teachers within the learning area, organising the curriculum for each year level.
  This would include:
  - Scoping and sequencing curriculum form Years 7 to 12.
  - Ensuring up to date courses, assessment materials and resources are published online and regularly reviewed.
  - Developing and maintaining appropriate marking processes and recording strategies.
  - Effective moderation and consensus strategies.
- Creation of a plan for the ongoing growth of curriculum within the learning area.
- Proactively engaging in the Curriculum Team meetings, contributing to the review and ongoing development of curriculum initiatives.
- Encouraging innovative procedures to enhance student learning and teacher development. Providing opportunities for the development of quality pedagogical practices.
- Keeping abreast of latest SCSA developments and informing relevant personnel
- Creation and promotion of tasks that effectively differentiate and cater for the various learning abilities within the classroom.
- Liaising with the Innovation Team and the Head of Special Learning Needs to ensure that students receive an appropriate level of literacy, numeracy and/or other forms of support.
- Overseeing the development of effective modified programs for identified students including the effective management of Education Assistants.
- Overseeing the academic progress of the students in the learning area.
Being aware of the “at risk” students and initiate with teachers “follow-up” interviews with these students and their parents in consultation with the Head of Year. Ensuring appropriate keeping of records.

- Being vigilant about students who display particular talents and those who are particularly gifted in some way or other, are recognised and fostered.

- Supports subject selection processes through counselling of students and setting of appropriate pre-requisites and recommendations.

- Introducing extra-curricular activities that encourage student participation and broaden their understanding of the curriculum.

- Being a leader in leveraging digital technologies into the learning area and promoting the continued use and development of digital strategies within the team.

- Effectively manages interim and semester report processes.

- Observing student work and study loads to ascertain that they are fair, equitable and sufficient, in liaison with the Deputy Principal.

- Promoting the achievement of excellence in all activities and acknowledge any such achievements by giving due recognition to the appropriate students.

- Ensuring the appropriate College policies are effectively implemented at a learning area level – for example the Assessment Policy.

- Continually monitors the overall performance of the learning area (e.g. via semester summaries and reflections) and uses results to inform future practice.

- Oversee the coordination of the Bishops’ Literacy Test for Year 9 students.

- Evaluate resources in use and review new learning materials. These should be appropriate to the needs and maturity of the students and in accordance with the relevant CEWA policies and guidelines.

- Developing and clearly illustrating the vision of the learning area and working with others in the team to enact this vision.

- Develop a Learning Area Plan for Religious Education which is aligned to the College’s Strategic Plan.

- Inspires a passion of learning within a culture of high expectations.

4. Believing in Jesus

To provide an environment that nurtures a relationship with Jesus.

The role of the Head of Religious Education includes:

- The active support of the philosophy and ethos of Kolbe as a Catholic College.

- Having a clear understanding of the College’s Vision and Mission with a view of supporting this within the learning area.

- The integration of Catholic values across the curriculum.

- Supporting the pastoral welfare of learning area staff and students at the College.

- Ensuring that Catholic attitudes and values are reflected in the development and application of learning area policies and through the way that staff interact.

- The recognition and celebration of individual staff members’ strengths.

- Develop and maintain a dynamic faith community centred on the Gospel of Jesus Christ and true to the charism of St Maximilian Kolbe.

5. Environment

To provide structures, resources and facilities that enable a highly effective learning environment.

The role of the Head of RE encompasses the following:

- Excellent interpersonal skills with the demonstrated ability to be actively involved in the College as a professional learning community.

- Being a source of encouragement and inspiration to members of the learning area.

- Effectively organise and chair learning area meetings and workshops to collaboratively plan and develop quality teaching strategies and learning opportunities.
- Inspires others through the maintenance of outstanding work standards, leading by example.
- The ability to be flexible, creative, adaptable and approachable as well as the ability to collaborate and work well with others to develop a strong sense of team.
- Disseminating relevant information through to learning area staff.
- Liaising with the Deputy Principals in the allocation of teaching duties and timetables.
- Fairly allocate tasks and responsibilities amongst learning area staff – taking into consideration teaching loads, preparation and marking requirements and individual teacher interest and aptitude.
- Overseeing School Curriculum and Standards Authority related processes such as consensus and small group moderation.
- Overseeing the learning area budget.
- Implementation of College policy and attendance to essential records and routine matters with perseverance and punctuality.
- Maintenance of an accurate inventory of all learning area resources.
- Meet on a regular basis with the Director of Campus Ministry, the Ministry Team and Parish Community Team.
- Prepare a Learning Area development plan outlining all aspects of works in the Religious Education Learning Area, including outcomes achieved and goals set for the following year.
- Regularly evaluate and maintain resources in use within the learning area, ensuring that items adopted comply with CEWA policy in relation to appropriate materials. Liaising with the Walsh Learning Centre in the development of effective learning area teaching resources.
- Attend all RE network meetings held by the Catholic Education Western Australia and actively use Teams and other online forums to ensure currency.
- The role of Head of Learning encompasses the elements outlined in this description along with any other duties prescribed by the Principal.