



Pymble Ladies' College

POSITION DESCRIPTION

Title: Head of Learning Area – Technological and Applied Studies

Reports to: Director of Studies

POSITION SUMMARY

The Head of Learning Area – Technological and Applied Studies is accountable to the Director of Studies in all aspects of the position. The position is responsible for the Technological and Applied Studies faculty.

The purpose of the position is to be a leader of learning in the College, aligning the learning environment with the educational philosophy and ethos of the College. As a curriculum leader, The Head of Learning Area – Technological and Applied Studies is in a unique position to model best practice in teaching and leadership in line with the strategic goals of the College.

The Head of Learning Area works collaboratively with their Stage/Subject Co-ordinators, the Director of Studies, the Director of Teaching and Learning, the Dean of Curriculum Innovation (K-12) and other curriculum leaders and support staff.

The Head of Learning Area is required to teach a set number of lessons, as determined by the Principal.

ROLE ACCOUNTABILITIES

1. Leadership

- 1.1 Lead learning through curriculum design, classroom pedagogy, assessment and reporting to improve student learning outcomes.
- 1.2 Develop a deep understanding of, and advance the College vision for, personalised learning within the context of Technological and Applied Studies.
- 1.3 Lead the development, engagement and performance of staff within the learning area.
- 1.4 Engage with professional colleagues to advance student learning across the curriculum.

2. Communication

- 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

3. Risk and Compliance

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

4. Professional Learning

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

5. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Ability to effectively lead teaching, learning, innovation and change.
- Ability to building shared vision.
- Possession of a broad vision of holistic curriculum.
- Excellent interpersonal skills and the ability to relate and influence people at all levels of the organisation.
- Confident and competent presentation, group facilitation and training skills.
- Outstanding planning and organisational skills.
- Proven ability to lead, coach and develop others.
- Strong written communication and documentation skills.
- Flexible, responsive and creative with an innovative mindset.
- Possession of enthusiasm, energy, drive, initiative and perseverance.