



Pymble Ladies' College

POSITION DESCRIPTION

Title: Head of Learning Area - PDHPE

Reports to: Director of Studies

POSITION SUMMARY

The Head of Learning Area - PDHPE is accountable to the Director of Studies in all aspects of the position. The position is responsible for the PDHPE 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 - PDHPE 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 - PDHPE 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 - PDHPE is required to teach a set number of lessons, as determined by the Principal.

KEY 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 PDHPE
- 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 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner

2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College

2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

3. Risk Management

3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices

3.2 Meet the expectations for safety in the workplace and report potential risk to the Director of Studies

3.3 Remain informed about Emergency, Fire and Lock Down procedures and be capable of following and applying these should it become necessary

3.4 Report directly to the Principal on any matters relating to child protection.

4. Professional Learning

4.1 Remain abreast of current and best practice standards

4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

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
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.