JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Head of Learning Area – The Arts**
Reports To:	**Head of Campus**
Direct Reports:	**Teachers and Technicians**
Section of School:	**Secondary**
Liaises with:	**Whole School Community**

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	The Head of Learning Area will be a strategic thinker who will give expression to the School's mission and vision by leading and developing this Learning Area, inspiring our students with a love of The Arts and model the importance of this Learning Area to the School community and beyond. It is anticipated that almost every student at St Stephen's School will study the highest level of The Arts they can successfully navigate through to the end of Year 12. The twin benefits of numeracy and quantitative problem solving compliment the literacy of every student and provide students with essential analytical skills. The successful candidate will need to guide, support and motivate teachers of this Learning Area and promote a positive staff culture, good practice and continuing professional development. The Head of Learning Area will hold overall responsibility for the management of teaching and learning activities, staff and resources in the Learning Area. The focus of the role is leadership of the ongoing improvement of learning outcomes for students in Years 7-12 in collaboration with the primary. The Head of Learning Area will prepare and monitor an action plan each year for the Learning Area to address the School's mission and to take into account the school's priorities and strategic plan.
Role requirements:	• Highly developed skills as a team leader, with the ability to guide, motivate and mentor others. • An ability to lead and implement change.

	• Outstanding skills in negotiating and problem solving. • Exemplary communication skills. • Work closely with staff and provide leadership for the ongoing improvement of learning outcomes for students in Years 7-12. • Develop contemporary directions and innovations in curriculum design in the Learning Area, and inform others. • Promote and foster positive relationships with students and parents. • Ensure all statutory requirements (eg. compliance, data analysis, curriculum, assessment) are met (eg. SCSA, ACARA). • Prepare and manage an annual budget and assets in consultation with relevant stakeholders. • Assist in the planning and supervision of events, incursions and excursions pertinent to the Learning Area. • Be able to reflect and display initiative and an outcomes focused mindset. • Ensure communication with all stakeholders is friendly, effective, appropriate and relational. • Guide the development and improvement of staff teaching outcomes in a relational manner – including the promotion of reflective practice and enaction of classroom observation. • Additional duties as required from time to time. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding safety, health and wellbeing. • Always act in a manner that seeks to enhance the safety culture and performance of the school including the promotion of a high level of compliance to Safety and Wellbeing policies. • Ability to participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness.

Key Performance Indicators:	• Review through the SSS appraisal process (available on the staff portal) • Develop, model and collaborate with others to help drive a whole School approach to inclusive education and differentiated learning • Develop and grow the Learning Area at St Stephen's School and in the wider community • Meet professional standards (AITSL) at a level that reflects this leadership position • Ensure teaching and learning outcomes are met • Develop staff • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner

	• Always act in a manner that seeks to enhance the safety culture of the School, and ensure the safety of staff and students • Participate in Work Health and Safety induction and training • Complete relevant professional learning • Reflect the Christian culture of the School • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.

Selection Criteria:	• Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA). • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Strategic and visionary leader • Qualifications in major teaching area from the The Arts Learning Area • Participation in appropriate professional learning beyond the school environment • Excellent knowledge of contemporary educational issues and directions, especially in the The Arts Learning Area • Exemplary and innovative teaching and pedagogy • Strong interpersonal management and communication skills, including an ability to lead and mentor staff • Skills and experience in developing, implementing and evaluating curriculum and programs. Within and beyond the School community. • Skills and experience in managing the technical and compliance requirements of the Learning Area through effective leadership • Highly developed skills in the application of technology as a learning, teaching and management tool • An ability to foster positive personal relationships with students, with a commitment to their personal growth • Experience in negotiating and resolving complex matters involving students and families • Experience in, and a preparedness to contribute to, the School's camping, retreat and extra-curricular programs • Willingness to positively and actively contribute to the Christian culture of the School and ability to model Christian behaviour in the role

I understand and accept the responsibilities as outlined in this Job Description.
Signed: [acceptance_status] Date: [acceptance_date]
This document was approved by HOC/DHOS - September 2022

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2022	Sept 2024	People & Culture	Updated by HOC and Deputies	HOC
3	May 2020		Steph Snyman	Updated by HOC and Deputies	HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO