



Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969-1979) and Chavoine College, a Marist Sisters' school for girls (1966-1979). Our school charism and motto, "To Know Christ", comes from the story of the Walk to Emmaus found in Luke's Gospel.

At Emmaus College, students are encouraged to live by the key core values of faith, knowledge and service and to achieve their best academically.

Emmaus aims to:

- promote and enhance student wellbeing
- ensure that students are able to acquire the skills necessary for 21st Century learning
- bring students to a knowledge and love of God

The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff employed at Emmaus may be required to work at either or both campuses.

LEARNING AND TEACHING LEADERS ROLE DESCRIPTION

Learning and Teaching Leaders are appointed by the Principal for a period of three years (with the exception of the roles of Peer Coach and Visible Learning Impact Coach which are appointed at the Principal's discretion). Learning and Teaching Leaders are first and foremost the managers of their team, providing inspiration, encouragement and assistance to her/his colleagues. They are expected to model and embrace best learning and teaching practice; and be conversant with emerging research in pedagogy.

In addition to her/his teaching load, a Learning and Teaching Leader is responsible for advancing Learning and Teaching practices at Emmaus College, with the aim of maximising the learning growth of all students in all areas of the educational program. They oversee, promote and develop whole school curriculum.

NATURE OF THE ROLE

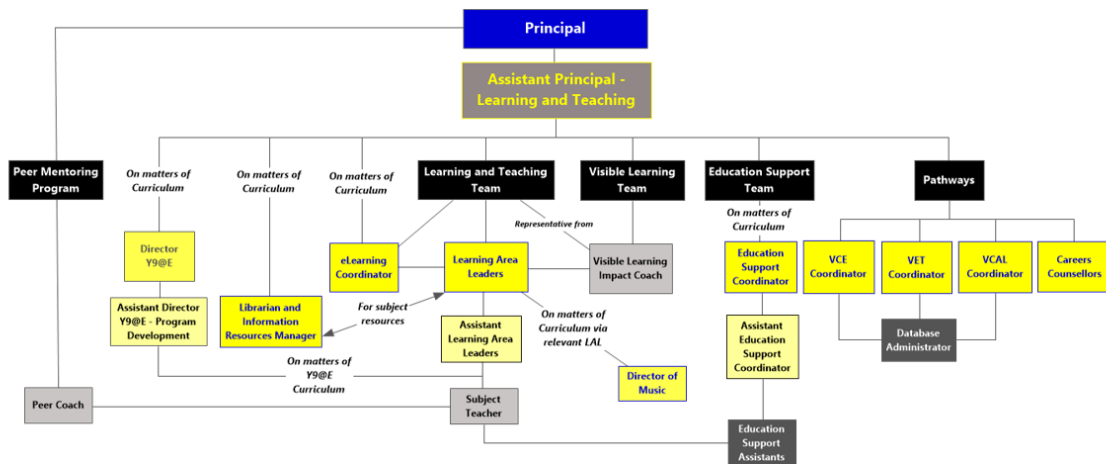
At Emmaus College, staff work in a multi-faceted role where duties include:

- Contemporary Teaching
- Pastoral Care and Child Safety
- Curriculum Development
- Professional Development
- Co-curricular Involvement
- General and Administrative duties

Learning and Teaching Leaders report to the Principal through the Assistant Principal – Learning and Teaching, and work alongside the Librarian and Information Resources Manager, to provide best practice academic programs and vocational pathways.



LEARNING AND TEACHING STRUCTURE



As the holders of Positions of Leadership, and/or additional responsibilities, all Learning and Teaching Leaders are expected to publicly support the Principal and the Leadership Team in word and deed.

MISSION AND CHARISM

At Emmaus College, staff:

- are expected to support the Catholic Ethos of the school
- are expected to work with the Leadership team in ways respectful of the Catholic tradition and the charism of the School
- are expected to support the School's Mission statement and assist in the implementation of the Strategic Plan and School Improvement Plan

Staff are required to hold *Accreditation to Teach in a Catholic School*, or upon employment, to be working towards such accreditation within a five year period. Professional Learning opportunities for this purpose will be provided.



PASTORAL CARE AND CHILD SAFETY

At Emmaus College, staff are required to:

- provide students with a child-safe environment
- be familiar with and comply with the school's *Child Safety Policy* and *Code of Conduct*, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment
- attend Year Level meetings/House meetings as scheduled
- attend all school assemblies
- attend school liturgical celebrations
- attend school organised activities relevant to House or Year Level, as required

CONTEMPORARY TEACHING PRACTICE

At Emmaus College, staff are expected to:

- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- understand and adhere to state and national course requirements
- understand and adhere to the [Australian Professional Standards for Teachers](#)
- employ a variety of effective teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation
- keep accurate records of student attendance
- embrace the use of information and communications technologies to enhance learning
- engage in learning progress discussions
- monitor the progress of each student and provide meaningful and regular feedback to each student on their progress
- liaise with appropriate support staff in the implementation of the curriculum

CURRICULUM DEVELOPMENT

Teaching staff at Emmaus College:

- plan, develop, review and evaluate curriculum in subject areas and at year levels taught
- develop assessment instruments in a collegial manner where whole group testing takes place
- evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- create and evaluate online resources for the purposes of enriching the curriculum
- attend subject meetings as scheduled



PROFESSIONAL DEVELOPMENT

Learning and Teaching Leaders at Emmaus College are expected to:

- have current knowledge of curriculum initiatives in their teaching area(s)
- commit to ongoing professional development in their teaching area(s) and be open to researching areas of interest relevant to directions provided in the school's strategic plan, and in line with the position they hold
- continue development of ICT skills as technologies evolve
- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- participate in the Peer Mentoring Program
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Assistant Principal of Teaching and Learning

CO-CURRICULAR INVOLVEMENT

Teaching staff at Emmaus College are required to:

- support and be involved in the co-curricular program
- proactively encourage students to participate in co-curricular activities
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment materials and first aid requirements

GENERAL AND ADMINISTRATIVE DUTIES

At Emmaus College, teaching staff:

- contribute to a healthy and safe work and comply with all safe work policies and procedures
- maintain currency of first aid, mandatory reporting and anaphylaxis training
- demonstrate duty of care to students in relation to their physical and mental wellbeing
- attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
- participate in duty supervision as rostered and other supervision duties when required
- demonstrate professional and collegiate relationships with colleagues
- uphold the professional standards expected of a teacher
- perform other duties as directed by the Principal

ESSENTIAL QUALIFICATIONS AND ACCREDITATIONS

- Full Registration with the [Victorian Institute of Teaching](#) including a current National Criminal Record Check
- Relevant tertiary qualifications

Please note that in accordance with *Ministerial Order No. 870* both VIT Registration and relevant tertiary qualifications must be sighted by the school.



POL Level:	2	Time Allowance (minutes per week):	varied (see below)
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This Duty Statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal, in response to the changing needs of the School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principals, shall be determined through consultation and mutual agreement.

At Emmaus College there are nine Learning Area Leader (LAL) positions:

- Learning Area Leader – The Arts (250 minutes per week)
- Learning Area Leader – English (300 minutes per week)
- Learning Area Leader – Health and Physical Education (250 minutes per week)
- Learning Area Leader – Humanities (250 minutes per week)
- Learning Area Leader – Languages (250 minutes per week)
- Learning Area Leader – Mathematics (300 minutes per week)
- Learning Area Leader – Religious Education (300 minutes per week)
- Learning Area Leader – Science (300 minutes per week)
- Learning Area Leader – Technology (250 minutes per week)

The time allowance for each LAL position varies according to the number of students undertaking a study within the Learning Area.

As members of the Learning and Teaching Team, Learning Area Leaders (LALs) work collaboratively, and independently, under the direction of the Assistant Principal - Learning and Teaching. Learning Area Leaders are expected to support the vision and goals of the College as a learning community and to be involved in ongoing Professional Learning.

Learning Area Leaders have overall responsibility for all of the subjects that fall within their respective Learning Area and are supported in this role by their Assistant Learning Area Leader. Learning Area Leaders and Assistant Learning Area Leaders work together to model and promote effective Team Based practices, utilising their individual skills and talents and providing curriculum leadership with the constant aim of improving the quality of both student and staff learning.

Working closely with their Learning Area Team, Learning Area Leaders ensure the development and implementation of a comprehensive curriculum in line with the requirements of the Victorian Curriculum and Assessment Authority (VCAA), and in the case of Religious Education the requirements of the Archdiocese of Melbourne. They, along with their Assistant, are responsible for coordinating their team in a fair and equitable manner, including the delegation of tasks, to ensure that all curricula is documented, up to date, prepared and finalised prior to the start of each semester.

It is expected that Learning Area Leaders will meet regularly with their Assistant Learning Area Leader to discuss their ideas and the direction of the Learning Area, at all times supporting the vision and goals of the College as a learning community. Central to this, it is expected that the Assistant Learning Area Leader commits to ongoing Professional Learning.

Learning Area Leaders have specific responsibilities in the following areas:



Administrative including:

- managing the Learning Area budget
- attending regular Learning and Teaching Team meetings, as timetabled, and actioning any undertakings of these meetings in a timely manner
- providing, purchasing and managing resources within the Learning Area

Curriculum including:

- developing, as a member of the Learning and Teaching Team, policies, processes and programs that enhance the quality of learning and teaching across the College curriculum
- developing and coordinating courses of study offered within the Learning Area
- facilitating the ongoing evaluation of existing courses and teaching methods in light of student needs, school philosophy and current educational practices
- ensuring online curriculum documents are regularly updated and uploaded to EmmLink for student and parent access
- ensuring the relevant Learning Area page of the College website is up to date
- preparing for and overseeing online reporting for Semester 1 and 2 reports for Years 7-12, and continuous reporting processes
- liaising with the Library to ensure staff and students have access to relevant resources, taking into account the Learning Area budget
- overseeing the formal examination process for subjects in their Learning area (where relevant)
- organising displays for, and attending, Open Days, subject information sessions and parent information evenings as calendared
- leading their department in achieving the goal of personal academic excellence for all students

Staff including:

- forming a cooperative and supportive team with the members of their Learning Area
- meeting regularly with the relevant Assistant Learning Area Leader
- engaging in conversations, and consultation, with colleagues about curriculum matters and acting as a conduit for communication between the Learning and Teaching Team and their own Learning Area
- ensuring that staff are informed of developments relevant to their subject areas
- delegating equitably, tasks related to the development and documentation of curriculum
- providing formative feedback to members of their Learning Area through the appraisal process
- acting as the Principal's Nominee in Annual Review Meetings as requested
- providing advice, as requested, regarding teaching allocations and the appointment of new members of staff
- ensuring that documentation of courses is prepared and maintained appropriately
- supporting, challenging and monitoring staff in the performance of their teaching duties within the relevant subject area/s
- facilitating the professional learning of members of their Learning Area, especially in areas related to the promotion of quality learning and in subject specific areas



Students including:

- overseeing the framework for student learning
- overseeing student subject selection across Years 7-12 in the relevant Learning Area
- providing relevant information to the student body on subjects and courses
- assisting in the subject selection process by vetting applications for accelerated learning and managing cases where reservations are expressed by subject teachers
- overseeing the subject prerequisite process including collating referrals from teachers, conducting interviews and vetting student applications for subjects
- in conjunction with Careers Staff, and as requested, providing advice and guidance for students regarding their subject selection, keeping foremost in mind the student's future goals and aspirations

Learning Area Specific Responsibilities

Health and Physical Education including:

- management of resources and practical spaces for PE (7-12), Active Life (Y9@E) and other College events which utilise these facilities
- in conjunction with the Sports Coordinator, leading and managing the AFL Trainee

Languages including:

- meeting regularly with the organising teachers of Language Exchange Programs in order to be kept up to date with planning and progress
- liaising with the Principal, Assistant Principals and organising teachers as required
- assisting in the running of Language Exchange Program and Language Trip Information Evenings
- assisting the Principal and Assistant Principals with updating travel policies and other necessary documentation as required
- ensuring compliance with government and CEM guidelines and policies to do with exchange programs and overseas travel

Religious Education including:

- ensuring that RE curriculum (non-VCE subjects) is based upon the Archdiocese of Melbourne's Religious Education Curriculum Framework Documentation
- liaising, as required, with the Director of Faith and Mission on any part of the curriculum relating to faith, liturgy and mission

Science including:

- leading and managing laboratory staff
- ensuring compliance requirements are met in relation to laboratory safety such as chemical storage etc.

Technology including:

- ensuring that compliance requirements in relation to equipment safety and maintenance are adhered to
- ensuring that staff and students are trained appropriately in the use of such equipment and that safety protocols are strictly enforced
- leading and managing the Food Technician
- leading and managing the Textiles Technician



COMMITTEES, TEAMS AND MEETINGS

Learning Area Leaders are members of the following committees and teams and as such are required to attend any associated meetings and action the minutes accordingly.

- Learning and Teaching Team
- Learning Area (prepare agenda, chair and minute)

ADDITIONAL QUALIFICATIONS, ACCREDITATIONS AND MEMBERSHIPS

In addition to their teaching qualifications it is desirable for Learning Area Leaders:

- to hold or be working towards, a graduate or postgraduate qualification in curriculum development or another related area of study within the field of education
- membership of the relevant subject association