



POL Position Description

June 2025

Position:	Learning Area Leader
Level:	POL 3
Reports to:	Head of Curriculum & Assessment
Leads:	Classroom Teachers within Learning Area
Status:	3-year appointment from 2026 - 2028
Department:	Learning & Teaching
Hours:	Time Release: 9 x 60 minute periods per fortnight

Position Objectives:

The Learning Area Leader plays a pivotal role in the leadership of curriculum, pedagogy, and faculty development at Damascus College. This position is responsible for promoting quality teaching and learning through classroom observation, feedback, and curriculum alignment. A key component of the role is to work closely with the Data & Analytics Leader and the broader Learning & Teaching Team to improve student outcomes through evidence-based instructional practices, inclusive curriculum design, and targeted assessment practices.

The Learning Area Leader reports to the Head of Curriculum & Assessment and works in close partnership with the Instructional Design & Pedagogy Leader and the Data & Analytics Leader to ensure a cohesive and strategic approach to curriculum and instructional improvement within their learning areas.

Key Responsibilities:

Leadership and Faculty Management

- Provide leadership to all teaching staff within the learning area, fostering a culture of collaboration, accountability, and shared professional growth.
- Hold staff accountable for high-quality teaching and professional conduct through regular dialogue, feedback, and, where necessary, respectful and constructive conversations that drive improvement.
- Lead and chair purposeful, minuted faculty meetings that promote professional learning, alignment with whole-school strategies, and the consistent implementation of agreed practices.
- Induct and support new staff and manage support personnel within the faculty, ensuring clarity of expectations and integration into team culture.
- Attend Learning & Teaching Team meetings and contribute actively to whole-school strategic and pedagogical discussions.
- Oversee all operational aspects of the learning area, including the resourcing of the department, managing and acquitting the faculty budget, and ensuring appropriate allocation of materials and resources to support teaching and learning goals.
- Coordinate key faculty events, competitions, excursions, and enrichment programs that extend student learning opportunities beyond the classroom.
- Ensure faculty compliance with OHS requirements and relevant College policies, including excursion protocols and the management of hazardous materials where applicable.



- Provide advice and input regarding the deployment and staffing needs of the learning area, including supporting workforce planning and identifying faculty-specific staffing considerations.
- Promote the value, relevance, and success of the learning area in the wider school community, including through parent communications and contributions to College publications, presentations, and events.

Curriculum and Pedagogy

- Lead the development, implementation, and review of curriculum across Years 7–12.
- Facilitate collaborative planning and cross-curricular integration that addresses student diversity and promotes inclusive practice.
- Support differentiated learning and innovative teaching practices in collaboration with the Student Growth & Engagement (SGE) Teachers.
- Conduct classroom observations to support a feedback-rich cycle that enhances teaching and curriculum delivery.

Assessment and Reporting

- Manage subject information on school systems (e.g., SIMON), ensuring timely and accurate assessment records and reporting.
- Oversee moderation, rubric development, and the consistent application of assessment standards.
- Collaborate with staff to ensure meaningful assessment tasks that align with learning outcomes and support student growth.

Data-Informed Practice

- Work with the Data Analysis Leader to analyse and use NAPLAN, ACER, PAT, VCE, and formative data to drive teaching improvement.
- Support staff in developing data literacy through modelling, resources, and coaching.

Innovation and Professional Learning

- Encourage professional learning and growth across the faculty through targeted PD opportunities aligned with school strategic goals.
- Explore and integrate innovative digital technologies within the learning area to enhance teaching and learning.
- Lead and participate in trust-based observation cycles and observation practices embedded within the ARM cycle.

Compliance and Documentation

- Ensure all curriculum documentation is up to date, accurate, accessible and aligned to College and external standards.
- Ensure planning, risk assessments, and documentation for excursions and off-site activities are completed in accordance with legislative and College policies.
- Maintain records and documentation to meet audit and quality assurance requirements.

Other

- Any other relevant duties as directed by the Principal or Deputy Principal.
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Desirable qualifications/skills/experience:

- Experience in people leadership, either through informal coaching or direct reports.
 - Deep understanding of curriculum design, pedagogy and assessment practices.
 - Demonstrated ability to lead change across a portfolio.
 - Willingness to undertake further professional development in Educational Leadership.
 - Willing to explore and participate in further study.
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