

LEARNING AREA COORDINATOR

Reporting to:	School Learning Leader
Location:	Concordia College, Concordia Campus, 24 Winchester Street Highgate
Classification:	As determined by the College within the current <i>Lutheran Schools SA Enterprise Agreement</i>
Tenure:	3-year tenure with the opportunity to renew based on successful performance & feedback review
Time Allowance:	~0.19 FTE

ROLE DESCRIPTION

The Learning Area Coordinator is responsible for the leadership, development, implementation and continuous improvement of a high-quality and contemporary Year 7 – 12 curriculum offering.

The Learning Area Coordinator will:

- support and embed the IB MYP and SACE philosophies and frameworks
- support the implementation of the College's Instructional Model, and other strategic intentions
- demonstrate a strong understanding, openness and commitment to contemporary and authentic approaches to teaching and learning, and support colleagues to implement these in the Humanities learning area
- develop and maintain external professional and industry connections
- be wellbeing-focused, with a commitment to supporting the development of the 'whole student'
- collaborate with other Learning Area Coordinators and other Leaders as required
- build connections with the St John's and St Peters Campuses (ELC-6)
- demonstrate a strong commitment to the ethos, values and principles of Lutheran education, and model the College's values in all interactions

KEY COLLABORATIONS

- Middle/Senior School Learning Leaders
- Other Learning Area Coordinators
- Learning Mentor
- Year Level Leaders
- Inclusive Learning Coordinator
- Learning Resources Manager
- Director of Learning and Wellbeing
- Director of Information & Learning Technologies

KEY ACCOUNTABILITIES

The Learning Area Coordinator is accountable to both the Middle School and Senior School Learning Leaders for all curriculum program matters relating to their learning area.

ESSENTIAL REQUIREMENTS

- current South Australian Teacher's Registration
- relevant school teaching qualifications and experience appropriate to the role
- LEA accreditation appropriate to the leadership role or willingness to achieve this
- Post graduate study in leadership or experience that supports the role of a Learning Area Coordinator

SELECTION CRITERIA

Curriculum Development & Coordination	<ul style="list-style-type: none">• Embed the College's Instructional Model and priorities into curriculum related programs units, tasks and learning experiences• Lead, develop and implement curriculum programs and documentation that reflects the College's curriculum programme frameworks and requirements (i.e. MYP, SACE and ACARA Achievement Standards)• Support, mentor and monitor subject teachers in ensuring curriculum planning and documentation is current, available, implemented and reviewed• Collaborate with other leaders and teachers to develop whole school connected and articulated curriculum• Embed the College's Inclusive Learning Model and priorities in curriculum, teaching and learning programs• Lead the implementation of SEQTA and Microsoft Teams to coordinate, deliver and manage the learning-area curriculum as per College requirements
Learning, Teaching & Innovation	<ul style="list-style-type: none">• Develop a shared ownership and responsibility for the team's goals• Develop a set of group norms that builds trust, and facilitates open, respectful and effective collaboration.• Prioritise the College's agreed Professional Learning practices in developing and facilitating Faculty collaboration sessions and activities• In collaboration with a Learning Mentor, facilitate team-based Professional Learning initiatives that align with the College's Professional Learning model and strategic priorities• In collaboration with a Learning Mentor, support and mentor teachers to select, develop and implement contemporary and evidence-based teaching practices• Use evidence to regularly monitor and proactively support student progress and achievement and further develop and improve curriculum programs• Develop and embed connections with external industries and/or professional experts and organisations which enhance learning outcomes and experiences for students
Developing & Managing Self and Others	<ul style="list-style-type: none">• Undertake research and regularly share contemporary educational trends, developments and examples of evidence-based practice associated with their learning areas• Monitor subject teacher accountability regarding curriculum development, documentation and implementation• Where required and appropriate, collaborate with Learning Mentors to support teaching staff in developing their capacity• Provide opportunities for other teachers to build their curriculum leadership and development capacity, skills and expertise• Support staff by referring issues and matters onto the appropriate role/person• Prioritise the development of their own 'Leadership' skills and practice
Administration & Resource Management	<ul style="list-style-type: none">• Plan, manage and coordinate learning area budgets and resources to support student learning outcomes• Meet deadlines and all professional responsibilities in line with College Policies and procedures• Where required, support the Campus Leadership team in managing issues that involve curriculum
Personal Qualities	<ul style="list-style-type: none">• displays a positive attitude and is a life-long learner• is solution focused• consistently demonstrates, expects and communicates behaviours that reflect the values and culture of the College, including the strong Christian foundations of the community• leads teams to achieve high level outcomes within a positive workplace environment• communicates a passion for contemporary education as a transformative agent within the lives of young people and adults• displays personal integrity, honesty, resilience and courage• demonstrates excellent professional judgement and initiative within the scope of the role

REFERENCES

AITSL. (2018). Australian Institute for Teaching & School Leadership 2011, Australian Professional Standards for Teachers, AITSL. Melbourne: AITSL.
Growing Deep -The LEA leadership and Formation Framework