



CORPUS CHRISTI COLLEGE  
SEQUERE DOMINUM

# Head of Languages

## COLLEGE MISSION

Our purpose: 'We are a Catholic Community committed to empowering every learner to serve and enrich our changing world', together with our motto *Sequere Dominum*, 'Follow the Lord', provides the focus for learning for all in the community.

## COLLEGE VISION

Catholic education in WA, and therefore Corpus Christi College, is a Christ-centred community of engaging learning environments inspiring all to actively live the Gospel.

### "Ignite the Spirit"

Never let the fire in your heart go out. Keep it alive. Serve the Lord. (**Romans 12:11**)

Corpus Christi College is founded on the guiding principle of *Sequere Dominum*, which means Follow the Lord. This principle underpins our educational philosophy of developing the whole person. The academic and pastoral programs cater for the intellectual, spiritual and cultural needs of individual students.

Our Vision for Learning - **Ignite the Spirit** - provides a challenge to every learner in our community to seize their potential and push the boundaries of possibility. There is a strong focus on developing confident, independent learners who are resilient and committed to serving others.

## COLLEGE VALUES

Guided by our Christian beliefs, our values focus on:

- Nurturing a living faith
- Promoting justice and service to others
- Striving for excellence in all we do
- Fostering joy in learning
- Respecting the dignity of each person
- Creating and maintaining a caring and inclusive College community.

## COLLEGE OVERVIEW

Corpus Christi College is a co-educational Catholic school comprising 1250 students from Years 7 to 12. Initially established by the Catholic Education Commission of WA (CECWA) and opened in 1983, this was seen as a landmark for Catholic education in WA as the College was the first non-Order owned co-educational Catholic secondary college in the Archdiocese of Perth established by CECWA.

Corpus Christi College is a Catholic school founded on faith in Jesus Christ. Priority is given to enriching the Religious Education Curriculum and its role in the spiritual and academic formation of students and staff. The College is committed to engagement with the mission and expression of the Church through liturgical celebration, opportunities for reflection and practical works of outreach grounded in Catholic social teaching.

The College operates as two sub-schools, the Middle School and the Senior School, which serve the different learning needs of adolescents. We are committed to providing a holistic, rigorous and global curriculum that seeks to create independent learners in a nurturing environment. The Senior School offers a full range of the School Curriculum and Standards Authority Courses for University entrance pathways and VET programmes. Corpus Christi College has a dedicated Middle School Program from Year 7 to Year 9. It is based on current educational research in how students learn in the middle years. It focuses on Bloom's Taxonomy, brain-based learning, criteria referenced assessment, collaborative, inquiry and student-centred learning. The 1:1 technology program from Years 7 to 12 supports the educational programs across the years, which has seen the College awarded Apple Distinguished School status since 2013, a program focussed on enhancing student learning and achievement. Corpus Christi has a well-regarded Educational Support Centre that supports students with disabilities, and a Learning Centre that offers literacy and numeracy support as required. The College also has a comprehensive Academic Excellence Program, including accelerated programs, for high achieving students. Year 12 courses commence after Year 11 students conclude examinations at the beginning of Term 4, giving students four terms for Year 12 subjects. Extensive co-curricular activities are also offered to students in the academic, sporting, Christian Service Learning and cultural fields.

Corpus Christi College has earned a strong reputation in the surrounding community focused on providing the very best Catholic education directed to the growth of the whole person for young men and women since 1983.

Corpus Christi College is made up of 'one body made up of many parts'. In 'Following the Lord' as our motto *Sequere Dominum* challenges us, we support parents in guiding students to live life in the Catholic tradition, working towards developing a culture of excellence through a quality teaching and learning culture within a supportive, inclusive and pastoral environment for the young men and women in our community. Teachers and staff are learners too. In continuing to develop all staff in the College, we aim to provide an educational program that ensures high achievement for all students.

## **LEADERSHIP AT THE COLLEGE**

Those in leadership roles at the College are encouraged to work collaboratively focusing on teachers providing students with learning environments that are engaging and challenging to their students so that they develop a strong desire to achieve well and for ongoing learning. They must also understand the implications of the Mandate set for Catholic schools by the Bishops of WA.

Within the context of Christian leadership, those in leadership positions should be excellent communicators who promote collegiality and harmony amongst all members of staff. They also must be visionary and pro-active, responsive to the overarching vision and direction of the College.

## **INTRODUCTION TO THE POSITION**

The Head of Languages shall, as with all leaders in a Catholic school, be committed to Catholic values as shown in all aspects of their leadership and professionalism. Well-qualified, they should demonstrate ongoing personal professional growth as a twenty-first century leader and learner and have shown they are able to continue to build a successful team-oriented environment involving all members of the Learning Area.

Corpus Christi College has been developing a culture of excellence in the study of Languages, offering courses in French, Italian and Indonesian through to Years 11 and 12.

All Heads of Learning Area are expected to:

- Demonstrate passion, expertise and excellence in teaching in their learning area
- Guide, nurture, mentor and coach to promote innovative, engaging and rigorous pedagogical practices amongst teachers in the Learning Area.
- Provide purposeful, engaging and successful learning experiences for all students.
- Demonstrate a commitment to achieving best practice in relation to the learning and teaching, assessment and reporting policies and procedures.
- Promote a safe environment that enhances student learning which necessitates effective behaviour management practices amongst staff
- Be informed and to promote developments in curriculum, teaching and learning so as to develop a strong professional learning community within the College
- Promote and encourage the use of technology to enhance differentiated learning and current pedagogical practices focused on 21<sup>st</sup> century learning models.
- Engage in strategic and future-orientated thinking in education.

As a Head of Learning Area, the Head of Languages will take an active role in supporting and promoting related activities which demonstrate the College's agreed learning philosophy as defined in the Corpus Christi Learner Profile.

As a leader, the Head of Learning Area shall be supportive as well as a motivator of their staff, continuing to build a culture of participation, personal and team excellence and high achievement. As an outstanding teacher, the Head of Learning Area demonstrates qualities typical of a Lead teacher, according to AITSL standards. They are recognised and respected by colleagues, parents and community members as exemplary teachers. They demonstrate consistent and innovative teaching practices and initiate and lead activities that focus on improving educational opportunities for all students. They establish inclusive learning environments, meeting the needs of students from different backgrounds, and continue to seek ways to improve their own teaching through critical and reflective practice, subsequently sharing their experience with colleagues. Heads of Learning Area promote creative, innovative thinking among colleagues in addition to participating in wider activities within the school and in partnership with parents and the community.

The Head of Languages shall demonstrate a high level of understanding of current developments in curriculum including the School Curriculum and Standards Authority (SCSA) requirements for English subjects across all levels, Foundation, General and ATAR courses, the integration of learning technologies in the student learning process and be open to an educational philosophy which has strongly influenced the development of educational programs across all years at Corpus Christi College. The academic programs at the College encompass the latest educational research on how students are challenged and engaged to learn and achieve, and transitions into students selecting courses according to their ability and interest in the senior school at Year Ten.

The Head of Languages shall also demonstrate high levels of interpersonal skills and be an excellent communicator, able to develop good professional relationships within the school, network with peers in other schools, and with personnel in the Catholic Education of WA office.

The Head of Languages will promote collegiality and harmony amongst all members of staff, including colleagues in the Academic Council and Teaching and Learning Council.

## **KEY REPORTS AND PROFESSIONAL RELATIONSHIPS**

**Responsible to:** Vice Principal

**Key relationships:** Deputy Principals, Director of Learning Support, Director of Digital Integration, Head of Academic Excellence, Head of Library, Research and Information Services, Heads of Learning Area, Heads of Year, and the Business Manager.

## SPECIFIC RESPONSIBILITIES

There are four domains which are significant action areas in the promotion of the educational mission of the Catholic Church. These domains are:

- Catholic identity
- Education
- Stewardship
- Community Focus.

This mission has been identified by the 2008 *Leadership Framework for Catholic Schools in WA*, the *Quality Catholic School Review and Improvement Framework*, both of which are aligned to the Australian Institute for Teaching and School Leadership's (AITSL) and the *National Professional Standards for Principals*. When combined they provide an integrated model for excellence in school leadership. These documents also highlight the importance of leaders modeling a 'future focus' in order to be effective in any school.

### 1.0 Catholic Identity

Catholic leadership promotes the purpose and aims of evangelisation. Heads of Learning Area assist the development of the school as a faith community by ensuring that Christian values are reflected in attitudes, policies and practice. They also recognise the ecclesial nature of Catholic education by actively contributing to the mission of evangelisation.

The Head of Learning Area is expected to:

- Assist the Principal in the development of the College as a faith community by ensuring that Christian values are reflected in attitudes, policies and practices they are responsible for. Catholic leadership promotes the purpose and aims of evangelisation.
- Assist in the development and implementation of the College Strategic Plan by actively supporting the goals contained within two key documents, the CEWA QCS School Review and Improvement Framework and the Bishops of WA Mandate for Catholic Schools.
- Actively support the promotion of a Catholic culture, including providing opportunities for staff to be actively involved in prayer and in liturgical and faith based experiences.
- Promote the integration of the Catholic context across the Learning Area, including its curriculum, by integrating an holistic approach to education.
- Set annual Learning Area goals aligned to the College Strategic Plan, which identify clear targets, times-scales and success criteria for its development and/or maintenance.
- Provide Annual Reports to the Principal on their Learning Area outcomes for two publications, the College Yearbook and the Annual Report.
- Promote Christian leadership and a unity of purpose amongst staff in the Learning.
- Actively support the role of the College in its links to the wider Church and Church agencies, eg. Fundraising initiatives according to College Policy; Christian Service Learning (eg Young Vinnies, St Pat's Soup Kitchen) and Immersion Programs.

### 2.0 Education

Leadership in education involves the capacity to lead, manage and monitor the school improvement process, attainment of knowledge, acquisition of Christian values and the discovery of truth. The Head of Learning Area supports learning across the College offering a multiplicity of experiences that nurture a lifelong love of learning and enquiry leading to wise and moral choices that support a fullness of life. The Head of Learning Area demonstrates a commitment to create an effective professional learning community within the College.

The Head of Learning Area is expected to:

- Demonstrate passion, expertise and excellence in teaching.
- Coordinate subject course outlines and learning activities within the context of the whole educational program offered by the College.
- Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking.
- Describe the relationship between highly effective teaching and learning in ways that inspire colleagues to improve their own professional practice.
- Coordinate the scope and sequencing of content and skills, assessment and reporting in accordance with the Corpus Christi College Educational philosophy and practices, as documented in the Corpus Christi Learner Profile.
- Plan, review and implement Learning Area courses which cater for the differing individual needs of students, including students with disabilities and students who excel in sport.
- Organise the curriculum in conjunction with teachers in the Learning Area. This would include:
  - Ensuring up to date course outlines, assessment materials and resources are published (online), regularly reviewed and made available to parents. This includes including the syllabus and ensuring accuracy in the noting of marks, grades, comments and ATQF standards.
  - Developing and maintaining appropriate marking processes and recording strategies.
  - Ensuring the submission of all accountability requirements relevant to the delivery of Units of Competency to the relevant training organisation, under the direction of the Head of VET and Transition Services.
  - Ensure the collation and analysis of Semester and Graduation results, with the purpose of identifying areas for improvement, in collaboration with the Deputy Principal Senior School.
  - Effective moderation and consensus strategies.
  - Ensure that the assessment and recording of student progress is consistent with the School Curriculum and Standards Authority (formerly the Curriculum Council) for senior school courses, with the support and knowledge of the Deputy Principal Senior School.
- Lead processes to improve student performance by evaluating and revising programs, analysing student assessment data and taking account of feedback from parents. This is combined with a synthesis of current research on effective teaching and learning.
- Compile and update a Learning Area Handbook, which will include:
  - Internal processes and procedures which are aligned to College and CECWA Policies, ensuring all Learning Area staff are aware of the location of curriculum and learning materials as well as additional resources, how they are developed, updated and circulated to all members of the Learning Area.
  - Advise, support and supervise teachers on the requirements of the teaching and assessment of courses. This includes the syllabus, standards, deadlines, quality of teaching and the collation of results.
- Ensure that examinations or other methods of assessment are devised and applied at appropriate times, and analysed under the principles set by SCSA and the WA Curriculum. In addition, ensure that all tests, examinations and assessments are based on the College's specification and marked according to the principles of cross marking in subjects with more than one class using a common schema to the whole year group and agreed by all teachers well prior to the conduct of the assessment or examination.
- Work in collaboration with the Director of Learning Support to provide education in numeracy for students with disabilities and those with learning difficulties, and in collaboration with the Head of Academic Excellence, develop challenging and engaging

learning opportunities, and other in-class opportunities for English students across all years as part of the College Gifted and Talented educational program.

- Undertake research and reporting activities at the direction of the Principal, including collecting and analysing data and statistics, designing survey instruments to enhance student learning and achievement, providing and distributing analyses of the data collected which will be made available to relevant groups to improve student performance and wellbeing, identifying areas for improvement.
- Assist the Deputy Principals at Parent events, such as Parent Information Evenings, Subject Expos and the bi-annual Parent Teacher Student Interviews.
- Work with the Deputy Principals of Middle School and Senior School on the subject and course selection process including providing advice to students, in collaboration and consultation with the Careers Coordinator.
- Produce and update course and subject details for all relevant College Handbooks and curriculum publications (include online resources) as advised by the Principal, Vice Principal and Deputy Principals.
- Collate and prepare Subject Awards for the relevant Deputy Principal, and promote student excellence in the Learning Area. This may include showcasing student work and awarding improved or high achievers.
- Motivate staff by communicating goals and performance expectations, ensuring appropriate training and professional development in work and organisational skills, and give appropriate recognition for valued performance and celebrate the achievements of staff.
- Engage in strategic and future-orientated thinking in education.

### **3.0 Stewardship**

Stewardship involves policy development, the provision, use and maintenance of the human, physical and financial resources of the school and appropriate processes to monitor, review, report and provide accountability to the Leadership Team and therefore, to government bodies. Stewardship requires the responsible management of resources so as to add value to the Catholic education provided; to take account of equity and diversity, and to be open, transparent and accountable to public scrutiny.

The Head of Learning Area is expected to:

- Demonstrate high levels of organisational and administrative skills
- Demonstrate proactive engagement in the Teaching and Learning Council meetings, contributing to the review and ongoing development of curriculum and pedagogical initiatives.
- Adhere to CECWA and College policies, ensure essential records are maintained and associated routine matters are addressed with perseverance and punctuality, across all members of the Learning Area. This may require incorporating some policies and procedures, and structures for the Learning Area as delegated
- Empower experienced teachers to be leaders in their subject area or associated activities relevant to the learning area.
- Foster a vibrant, engaging and caring workplace
  - Facilitate a positive and harmonious working environment by developing a team approach to work, ensuring open communication, transparent and effective decision making and collaborative practices.
  - Care for each person as an individual, based on the whole person model adopted by the College.
- Manage change effectively.
- Hold regular meetings, collaboratively generate agendas, circulate minutes and follow-up on agreed actions for all Learning Area meetings, keeping subject staff up-to-date with decisions and proposals made by different groups and to seek departmental views of these.

- Maintain and promote the principles of Occupational Safety and Health (OSH) within the workplace in accordance with policy including taking appropriate action in relation to identified Hazards and risks to ensure the safety of self and others.
- Maintain and update all equipment allocated to the learning area and keep records of all expenditure and equipment, repairs or maintenance, and an inventory of resources, according to College procedures.
- Prepare an annual budget with the assistance of the Manager of Finance and Operations in order to ensure that teaching and learning requirements are met, maintaining the budget for the year following.
- Liaise with the Director of Digital Integration to provide access to information and learning modules in the form of applications, websites and other online resources and materials that enhance student learning, engagement and achievement, and assist in the development of high level curriculum content.
- Liaise with the Head of Library, Information and Research Services on the purchase of suitable resources, including book lists, publications and electronic resources.
- Ensure all learning environments are safe, engaging, and provide opportunities for success, for all students studying Learning Area courses, whether at school, or off-site.
- In collaboration with Heads of Year, assist in the planning, organisation and running of excursions and co-curricular activities, and guest speakers, as appropriate.
- Maintain specialist classrooms and learning spaces.

#### **4.0 Community Focus**

Heads of Learning Area demonstrate the ability to foster a safe, purposeful and inclusive learning environment. This involves a capacity to develop constructive and respectful relationships with staff, students, parents and all involved with the College. A community in the Catholic tradition is underpinned by principles of Catholic Social Teaching including the Common Good, subsidiarity, solidarity and participation. Consequently, Heads of Learning Area build a team which is characterised by service, collaborative decision-making, genuine participation and patterns of cooperation.

The Head of Learning Area is expected to:

- With the Principal, Vice Principal and Deputy Principals, Heads of Learning Area constitute the Academic Council, and are called to be active members during Middle Leadership, Academic Council and relevant staff meetings as leaders in curriculum.
- With regards to students:
  - Liaise with the Director of Learning Support and the Head of Academic Excellence to provide for individual students' learning needs.
  - Monitor student progress within their Learning Area by undertaking any necessary counselling and action as required in collaboration with their parents.
  - Be aware of behavioural issues and monitor appropriate action to support teachers. This may involve liaising with the Head of Year and parents.
- Encourage and demonstrate effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues affecting the Learning Area, and communicating the needs and issues arising from Learning Area meetings or network meetings to the College Leadership Team.
- Mentor teachers and pre-service teachers (with the assistance of the Coordinator of Professional Practice), using activities that develop knowledge, practice and professional engagement in others. This includes guiding their personal professional development plans with a particular focus on developing pedagogies for young adults, using currently available professional standards, such as those outlined by the Australian Institute for Teaching and School Leadership (AITSL).
- Ensure staff actions, and the support of those actions, are aligned to the College's purpose.

- Manage the recruitment, selection and induction processes in collaboration with the Vice Principal.
- Manage staff performance and conduct issues and problems via relevant College policies and protocols.
- Manage staffing issues, including grievances and complaints to facilitate a harmonious working environment.
- Play a key role in responding to parent and student complaints and grievances by facilitating resolutions in a professional, fair, timely and sensitive manner.
- Support and promote the principles of Equal Opportunity to ensure due respect is afforded to all.
- Ensure teachers receive appropriate, professional feedback regarding their professional growth through actively supporting, mentoring and coaching teachers, raising the awareness and actively supporting the AITSL Professional Standards for Teaching and Leadership.
- Use comprehensive knowledge of the Australian Professional Standards for Teachers to plan and lead the development of professional learning policies and programs that address the professional learning needs of colleagues and pre-service teachers.
- Be responsible for personal professional development and the ongoing update of qualifications such as the Accreditation to Teach qualification.
- Implement professional dialogue within the school or professional learning network(s) that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students.
- Build alliances and networks with professional communities beyond the College community, including Attending CEO Network Meetings is vital, as well as active participation in the relevant Professional Associations, and encouraging other staff in the Learning Area to do so.
- Actively liaise with other relevant College personnel, including the Director of Learning Support, Director of Digital Integration, Head of VET and Transition Services, Careers Coordinator, Head of Library, Information and Research Services, College Counsellors, the Administration and/or Grounds Staff as needed
- Promote active involvement of parents and the community by initiating contextually relevant processes to establish programs that involve parents in the education of their children and broader school priorities and activities.
- Represent the College and the teaching profession in the community.
- Oversee the work of relevant support staff who undertake duties within the Learning Area.
- Be professional, ethical and respected individuals within and outside the school.

## **5.0 Duties as relevant to a specific Learning Area - Languages**

Some of the areas of responsibility noted below are implicit in the general Head of Learning Area position description already outlined above. However, the following responsibilities are more specifically ascribed to the Head of Languages role:

- Develop a collaborative vision for Languages, with annual goals and key performance indicators.
- Organise programs of Languages enrichment in collaboration with the Vice Principal, ensuring the promotion of events, increased engagement and participation, and the recognition of excellence in the subject.
- Promote Languages learning area outcomes and events in conjunction with the Marketing team.
- Responsible for placing relevant dates on the College calendar including the annual Languages week and the biennial Language immersion tours held during the school holidays, in collaboration with the member of the Leadership Team associated with these tasks.

- Raise awareness of, and apply Occupational Health and Safety requirements in the classroom learning spaces and facilities, ensuring the necessary regulatory and legal policies and procedures are adhered to
- Liaise and oversee in collaboration with the lead teachers of each language, the following duties and responsibilities:
  - i. Advise the Principal on the best deployment of staff within the Learning Area when planning for the following year's timetable.
  - ii. Assist the Principal or delegate in the recruitment and appointment of staff associated with Languages, in line with CECWA and College recruitment policies and procedures.
  - iii. Show a pastoral concern for members of staff and students in the Department, keeping the Principal informed regarding such matters.
  - iv. Oversee the coaching process, ensuring the development of teachers in the Learning Area, and in the mentoring of new staff to the teaching of Languages.
  - v. Assist in the formal appraisal process for staff new to the Learning Area or those who undertake leadership-type responsibilities in the Learning Area.
  - vi. Enhance programs through language and culture immersion activities and overseas tours focused on a range of activities including language immersion programs, host student immersions, and the development of two-way sister school arrangements. This will require the Head of Languages to oversee the coordination of Languages tours.
  - vii. Manage the extra-curricular activities associated with Languages, ensuring the necessary arrangements have been addressed (e.g. booking of venues, buses, facilities, and the provision of equipment and supervising staff), and the appropriate processes and procedures are followed.
  - viii. Ensure the correct wearing of uniform and the general good appearance of students when out of the school or overseas.

## **6.0 Other Duties as required by and negotiated with the Principal or Delegate**

## **SKILLS AND ATTRIBUTES REQUIRED**

- Preferred applicants must actively support the Catholic ethos of the College.
- Exercise effective, principled and ethical leadership following the Catholic model of servant leadership.
- All staff are expected to be involved in the full life of the College, including participation in the extracurricular program in a field of their own choosing.
- An enthusiastic and motivated individual who has a passion for lifelong learning through inquiry learning, knowledge acquisition, critical thinking skills and literature.
- A commitment to innovation, continuous improvement and future planning to meet Corpus Christi College's mission and goals outlined in the Strategic Plan, and the College learning philosophy as espoused in the Learner Profile.
- Demonstrated understanding of technology and its application in teaching and learning.
- Proven leadership skills including the ability to promote a positive culture, mentor and coach staff and build a strong team.
- Demonstrated management and strategic planning skills.
- Ability to build strong relationships with staff, students and parents.
- Excellent communication and interpersonal skills.
- Experience in implementing change and innovation
- Demonstrated ability to provide client-focused service and excellent interpersonal skills, including networking and collaboration.
- Demonstrate a managerial aptitude in a range of situations, and high levels of organisational and administrative skills.

## **REMUNERATION**

The role of Head of Languages is classified as a Level One Promotional Position with the current allowance of \$14,540 per annum. In addition, the successful applicant will receive a time allocation commensurate with the significance and expectations of the responsibilities and duties of the role.

**Corpus Christi College Accountability Framework:**

<b>Short description</b>	Position Description
<b>Relevant to</b>	Heads of Learning Area
<b>Authority</b>	This position description was the result of a working party of Heads of Learning Area, and has been approved by the Principal and the College Leadership Team
<b>Responsible officer</b>	Principal
<b>Responsible office</b>	Administration
<b>Date introduced</b>	22 March 2012
<b>Date(s) modified</b>	29 August 2019
<b>Next scheduled review date</b>	31 January 2020
<b>Legislative and system requirements</b>	CECWA Guidelines for Catholic Schools EBA 2015