



KEY LEARNING AREA (KLA) LEADER OF LEARNING

ROLE DESCRIPTION

KLA Leaders assist the Principal to align curriculum, pedagogy, assessment and reporting within a Key Learning Area according to the requirements of NESA and the Catholic Schools Office. Reporting directly to the Assistant Principal and Leader of Curriculum, any teacher appointed to the position of KLA Leader is one who is strongly committed to the ministry of Catholic Education and supports the Vision and Mission of the College.

KLA Leaders provide the leadership necessary for excellent learning and teaching to occur in their KLA and are willing to assist teachers to fulfil their responsibilities. KLA Leaders are significant leaders in the College community and display passion for the subjects within their Key Learning Area (KLA). KLA Leaders display loyalty towards and are supportive of the College Leadership Team. They play a key role in building the capacity of their KLA Team and are role models for teaching staff in their exemplary teaching practice and understanding of contemporary learning.

KLA Leaders work closely with the Assistant Principal and the Leader of Curriculum by sharing the responsibility for the continued implementation of initiatives which support the strategic direction of the College. As a group, the KLA Leaders work collaboratively with the Leaders of Pedagogy, Technology and Learning Innovation and Development in actively maintaining a positive culture of student centered learning at the College.

Preamble: The KLA Leader models Christian leadership and nourishes the Catholic identity of the College as articulated in its Vision and Mission. The KLA Leader ensures the integration of Catholic values in programs and related classroom practices and assists in the development of the College as a faith community to enhance the Catholic life and culture of the school within the evangelising Mission of the Church. In doing so, the KLA Leader assumes responsibility in three key areas:

In the LEADERSHIP of LEARNING, the KLA Leader:

- i) Initiates action based on the Strategic Learning Direction of the College with a focus on the balance between content, technology and pedagogy;
- ii) Facilitates innovative approaches to contemporary pedagogy;
- iii) Uses evidence based approaches to program review and development with a focus on student-centred approaches to learning;
- iv) Exemplifies best practice in learning and teaching by providing learning opportunities which actively support personalised, self-directed student learning;
- v) Works collaboratively, using highly developed communication skills to contribute to the ongoing development of the KLA Leaders' Team;
- vi) Works collaboratively with the Leaders of Pedagogy, Technology and Learning and Innovation and Development to identify and facilitate the professional learning needs of teachers within the KLA;
- vii) Uses networks external to the College, including online PLNs and subject associations to pass on relevant information to subject teachers;
- viii) Supports and challenges teachers in the use of digital technology to enhance student learning;
- ix) Promotes the Bishop's Mandate and Diocesan Learning Framework within the KLA;
- x) Works collaboratively with House Leaders to support and challenge students who present with learning and behavioural difficulties;



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- xi) Promotes an awareness of the principles of Guided Inquiry and the idea of the teacher as coach and facilitator of learning; and,
- xii) Collaborates with other KLA Leaders to ensure the KLA Team exhibits characteristics of trust, openness and accountability so as to enable a unified and cohesive approach to leadership of curriculum and learning at the College.

In the LEADERSHIP of the KLA, the KLA Leader:

- i) Leads initiatives to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching using effective research-based learning and teaching programs;
- ii) Actively builds team spirit and capability of the KLA Team;
- iii) Demonstrates high levels of written and oral communication skills;
- iv) Supports and challenges teaching staff within the KLA to ensure their repertoire of teaching strategies to ensures the delivery of contemporary approaches to learning;
- v) Promotes the subjects of the KLA within the College community;
- vi) Ensures a unified and consistent approach to assessment and reporting within the KLA in line with the College's Assessment and Reporting Policy;
- vii) Maintains high visibility within the KLA to support and guide both students and staff;
- viii) Leads the teaching staff within the KLA and ensures their professional obligations are met;
- ix) Encourages positive staff morale by contributing to and initiating processes for team building; Leads KLA Meetings which support high-quality professional learning opportunities for colleagues that focus on improved student learning;
- x) Reviews new teaching methods and contemporary methodologies with a view to planning ways in which staff within the KLA can benefit individually or collectively;
- xi) Uses comprehensive content knowledge to refine the selection and sequencing of content;
- xii) Encourages and stimulates professional dialogue within the College that is informed by feedback, analysis of current research and practice to improve educational outcomes of students; and,
- xiii) Contributes to improved teaching and learning in the KLA by modelling contemporary pedagogy and reflective classroom practices.

In the ADMINISTRATION of the KLA, the KLA Leader:

- i) Develops, evaluates and revises KLA policies and practices which comply with College, CSO, NESA and government legislative requirements and guidelines;
- ii) Supports the implementing of school and system policies;
- iii) Maintains effective lines of communication and follow-up processes that support the information needs of the Leadership Team, colleagues, parents and students;
- iv) Takes responsibility for the KLA budget, resources and record keeping requirements;
- v) Oversees setting, production and quality assurance of KLA assessment, grading and reporting;
- vi) Chairs meetings within the KLA and distributes minutes of such meetings to Principal, Assistant Principal and Leader of Curriculum; and,
- vii) Establishes guidelines for Course Outlines, in consultation with the Leader of Curriculum, which ensures consistency and continuity in course planning, delivery and assessment.

The KLA Leader may be required to undertake other duties in the role as directed by the Principal or delegate.