



Courage in Wisdom | Hope in Love

Job Description

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| Title: | Head of Learning Area – HASS and Languages |
| Reports to: | Deputy Head of Secondary - Teaching & Learning |
| EBA/Award: | SCBC Teaching Staff Agreement 2024 |
| FTE: | 1.0 FTE <i>The Head of Learning Area (HASS and Languages) will have a reduced teaching load to meet the requirements of the role and will receive remuneration reflecting the increased responsibilities of the position.</i> |
| Employment Type: | Full-time Permanent |

Position Summary

The Head of Learning Area – HASS and Languages is a dynamic and visionary leadership role for someone who brings pedagogical expertise, strategic insight, and a deep commitment to student achievement. Leading a team of passionate educators across Years 7–12, the HoLA fosters a culture of academic excellence, innovation, and continuous improvement.

This role is ideal for an educator who is intellectually curious, driven by purpose, and passionate about Humanities education. The successful candidate will model ethical leadership, mentor staff, and contribute meaningfully to the strategic direction of the College. They will actively engage in the broader life of the school - including co-curricular and community initiatives - while maintaining a balanced and sustainable professional life.

As a Christian educator, the HoLA will uphold and promote the values of South Coast Baptist College, demonstrating servant-hearted leadership and a commitment to the holistic development of students and staff.

Job Description

Strategic Leadership

- Develop and communicate a bold, future-focused vision for HASS, aligned with the College's values and educational objectives.
- Promote HASS within the College and the wider community, actively promoting the subject through events and visible leadership.
- Lead the development and implementation of practices that reflect high achievement and progress.
- Provide leadership in engaging with research and industry by forging and sustaining partnerships with universities, industry, and professional organisations to enrich student learning through real-world contexts.
- Prepare annual department improvement and staff development plans aligned with the College's strategic goals.
- Establish and maintain practices that uphold standards of excellence in HASS teaching and learning, fostering an environment where students are inspired to excel.
- Actively contribute to the Secondary Leadership Team.



Teaching and Learning

- Lead by example in delivering high-quality, engaging, and inclusive lessons.
- Support staff in implementing innovative teaching and assessment strategies.
- Ensure curriculum programs are regularly evaluated and updated.
- Promote differentiated instruction and inclusive practices, including IEPs.
- Encourage student participation in competitions and co-curricular activities.
- Ensure the integration of contemporary teaching strategies, including differentiation, inquiry-based learning, formative assessment, explicit instruction and digital tools, to promote engagement and achievement for all learners.

Staff Development

- Mentor and support HASS teachers through coaching and reflective practice.
- Foster a collaborative and accountable team culture.
- Lead staff goal-setting and performance development processes.
- Induct and support new staff, including graduate teachers and trainees.
- Facilitate professional learning aligned with departmental and school priorities.
- Delegate responsibilities effectively, ensuring clear expectations and accountability among team members.

Curriculum and Assessment

- Oversee the development, evaluation, and refinement of HASS programmes in accordance with Western Australian Curriculum, WACE, ATAR, and SCSA requirements, including the curriculum design and delivery for streamed courses in Year 7 – 10.
- Lead the analysis of achievement and engagement data (e.g. NAPLAN, OLN, internal assessments) to identify trends, set priorities, and design interventions.
- Ensure moderation, assessment design, and reporting practices are consistent and of high quality.
- Ensure high standards in assessment, moderation, and reporting.

Student Engagement and Voice:

- Champion student engagement through enrichment opportunities such as competitions, challenges, and extension pathways.
- Utilise processes to gather and respond to student voice, using feedback to refine programmes, assessment, and engagement strategies in line with best practice.
- Support participation in co-curricular activities and cross-curricular projects that contextualise HASS and foster a love of learning.

Language Teacher Oversight and Leadership:

- Provide strategic leadership and oversight of the language teacher(s) and curriculum.
- Foster a collaborative and inclusive team culture.
- Lead staff goal-setting and performance development processes.
- Induct and support new staff, including graduate teachers and trainees.
- Facilitate professional learning aligned with departmental and school priorities.
- Oversee Languages budget expenses.



Administration and Finance

- Manage departmental budgets, resources, and facilities.
- Coordinate booklists and liaise with Secondary Leaders and the IST team for software.
- Chair regular department meetings with published agendas and minutes.
- Participate actively in school leadership meetings, contributing to the overall development and improvement of educational programs.
- Ensure compliance with College policies and WHS requirements.

Faith and Community Engagement

- Model Christian beliefs, behaviour, and practices.
- Build supportive relationships with students, staff, parents, and the wider community.
- Actively participate in the spiritual life of the College, including regular church attendance.
- Uphold and promote the College's Statement of Faith.

Selection Criteria

Qualifications

- Bachelor of Education (or equivalent) with a relevant Humanities major or significant teaching experience within HASS.
- Current registration with the Teacher Registration Board of WA (TRBWA).

Experience

- Demonstrated excellence in teaching HASS at the secondary level.
- Proven leadership experience in curriculum development and staff mentoring.

Skills and Attributes

- Deep understanding of the WA Curriculum, including ATAR and General pathways.
- Strong communication, interpersonal, and organisational skills.
- Ability to lead change and manage complex challenges with integrity.
- Proficiency in educational technologies and data-informed decision-making.
- Strong organisational and time management skills, with the ability to manage multiple responsibilities effectively.
- Commitment to Christian education and the ethos of SCBC.

Other Requirements

- Working With Children Check.
- First Aid Certificate (desirable).
- Demonstrates initiative, a strong work ethic, and a deep commitment to the holistic development of students and staff.
- Actively contributes to the broader life of the College—including co-curricular and community engagement—with a balanced, purpose-driven approach to professional life.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.



- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

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| Position Held By: | |
| Signed: | |
| Date: | |