



HEAD OF LEARNING AREA: RELIGIOUS EDUCATION

Position Description

Position Title:	Head of Learning Area
Line Manager:	Deputy Principal: Teaching and Learning
Classification:	Category 1 Promotional Position Allowance
Hours (FTE):	Full-time, Fixed term. 20/04/2026 to 31/12/2026

Introduction to the College

Mother Teresa Catholic College is a Catholic K-12 co-educational College with a current student population of 1,750 students. The College is located in the rapidly growing suburb of Baldivis, situated about 60 kilometres south of Perth in the City of Rockingham. Mother Teresa Catholic College is an inclusive learning community where learning experiences value diversity, enabling students to achieve their full potential and enjoy a sense of belonging. With the inspiration of Mother Teresa's example of outreach and love for all human beings, we strive each day to grow, in the words of our motto, "Strong in Faith and Love".

At Mother Teresa Catholic College, we aim to:

- *CHALLENGE* our students and all in our College community to:
- *CONNECT* with learning about ourselves, one another, and the wider world, in order to:
- *CONTRIBUTE* with confidence, courage, and creativity towards making the world a better place for all peoples.

The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Role Overview

The Head of Learning Area is responsible for managing their respective learning area in the Secondary School, including:

- Christ-centred learning
- Ensuring quality educational outcomes across Years 7-12, in line with SCSA requirements
- Leading and inspiring a team of staff who work collaboratively and collegially
- Promoting continuous improvement and innovation in education

Key Responsibilities

Teaching and Learning

- Ensure the implementation, application, supervision and review of the Western Australian 7-12 Curriculum (SCSA) within the learning area (including the design and delivery of programs, course and assessment outlines, assessment tasks and rubrics).
- Ensure the learning area's delivery and development of the curriculum (including ATAR and General courses) is effective in meeting the needs of all the students.
- Coordinate a detailed program of work for each of the courses within the subject area, ensuring the comprehensive scoping and sequence of content and skills.
- Ensure that respective assessment programs are developed and executed in accordance with both College and SCSA policies and procedures.
- Ensure effective and timely assessing, recording and reporting of student progress in courses.
- Be responsible for the preparation of marks and grades for return to SCSA, including moderation processes.
- Collaborate with others to deliver the General Capabilities of the Western Australian Curriculum.
- Actively contribute to relevant middle leader forums and committees to enhance teaching and learning.
- Facilitate learning area meetings and keep appropriate minutes/records.
- Contribute appropriate documentation for College, parent and student publications.
- Provide ongoing data on the performance of both students and staff across all courses offered by the learning area, including reporting to Academic Council and Core Leadership.
- Work with Learning Support staff to develop Individual Education Plans, including modified assessments, for students where required.
- Access NAPLAN, OLNA and other data to inform and improve Teaching and Learning.
- Work with and oversee relevant staff to ensure the successful coordination of activities throughout the College, including but not limited to: incursions, excursions, enrichment, extra-curriculars, tours and camps, parent evenings, etc.
- Develop and distribute appropriate documentation to all members of the learning area team.
- Engage with parents/guardians regarding their child's learning progress.
- Select and review booklist texts, materials, apps and resources in consultation with members of the learning area and appropriate College staff.
- Build and maintain professional networks to enhance teaching and learning at the College.
- Foster the integration of Religious Education with other curriculum areas and assist with developing resources.

Staff

- Supervise and manage the staff in the learning area in the course of their duties.
- Lead staff to ensure high standards of teaching and learning.
- Assist with the induction of newly appointed staff.
- Ensure that individual and team accountabilities, along with the College's expectations, are clearly defined, understood and agreed.
- Monitor and direct work undertaken.
- Support and mentor individuals and the team to effectively manage priorities, workloads, planning and performance.
- Conduct periodic performance check-ins and formal reviews, ensuring fairness, honesty and equality.

- Encourage professional development and goal-setting.
- Promote and organise opportunities to gain or enhance required skills.
- Address underperformance or conduct issues.
- Build a team based on mutual respect and collegiality.
- Monitor and support wellbeing.
- Recognise and celebrate the achievement of individuals and teams.

Finance and Resources

- Monitor and control the learning area's allocated budget and purchasing arrangements, ensuring the efficient and effective use of all resources.
- Ensure all capital equipment, plant, buildings and consumables associated with the learning area are adequately supervised and appropriately maintained.
- Manage the administrative requirements of the learning area.
- Identify future resourcing needs for consideration in the budget planning process.

Catholic ethos

- Actively contribute to the Catholic Ethos and the values of the College.
- Ensure the values of the College are embedded within practice in the classroom.
- Foster ongoing faith formation amongst staff and students.
- Employ appropriate management of resources in line with Laudato Si.

Other

- Participate in co-curricular activities and College life
- Other duties as directed by Principal or delegate.

Key Selection Criteria

- Strong track record in middle leadership in an educational setting.
- Demonstrated experience in curriculum development and education content delivery.
- Comprehensive understanding of current educational issues, including the Australian Curriculum, the Western Australian K-10 Curriculum and Year 11-12 WACE courses.
- Excellent classroom practice.
- Excellent interpersonal skills.
- Excellent organisational and management skills.
- Experience in supervising, mentoring and building capacity in staff.
- Ability work independently as well as part of a team.
- A growth mindset.
- Ability to use initiative and problem-solve – i.e. be solution focused.
- Ability to maintain discretion and confidentiality.
- Demonstrated experience using ICT in the classroom.
- Willingness to assist with resource preparation for liturgies, retreats and immersion programs.

Qualifications

In addition to teaching qualifications, TRBWA registration, and Working with Children Check:

Required

- Accreditation for Middle Leadership (or working towards)
- Accreditation to Teach in a Catholic School
- Minimum five years of teaching experience
- Demonstrated capacity to lead curriculum and assessment practices across Year 7 – 12
- Strong understanding of SCSA curriculum, standards and expectations
- Excellent interpersonal, collaboration and communication skills
- Commitment to the Catholic ethos and a lived example of Gospel values in professional life
- Experience with curriculum mapping and future focussed education innovations

Desirable

- Strong proficiency in education data analysis and digital curriculum tools (eg Setqa)
- Relevant postgraduate qualifications

Child Safety and Code of Conduct

All staff must uphold the CEWA Child Safe Framework and the College Code of Conduct. The Head of Learning Area leads by example, maintaining the highest standards of professional behaviour, student protection, and ethical decision-making.

Application Submission Details

To apply for the role, you will need to provide an application that includes the following components:

1. Cover Letter

Your cover letter should succinctly address your interest in applying for the position. This should be a maximum of 1 page. All covering letters should be addressed to Mr. Jay Sutton, Principal: Mother Teresa Catholic College.

2. Curriculum Vitae

Your curriculum vitae should also include three professional referees (your current employer is strongly encouraged) who can verify your career and provide information on your skills and abilities relevant to the position, as well as a Parish Priest reference.

Applications close 4:00pm 20 April 2026 and should be forwarded to the following email address: employment@motherteresa.wa.edu.au