



PRENDIVILLE CATHOLIC COLLEGE **Head of Learning Area – Physical and Health Education**

INTRODUCTION TO THE POSITION

The Head of Health and Physical Education shall, as all leaders in a Catholic school, will be committed to Catholic values as shown in all aspects of their leadership and professionalism.

Prendiville Catholic College has a culture of excellence in physical education and sport, offering programs across all levels, including ATAR level Physical Education Studies and Outdoor Education. As a leader in a Catholic school, the Head of Health and Physical Education shall be committed to Catholic values and will have suitable qualifications and experience as a leader working within a successful team-oriented environment.

As a leader, the Head of Health and Physical Education must be visionary and pro-active, be supportive as well as a motivator of their staff, continuing to build a culture of participation, personal and team excellence and high achievement. All Heads of Learning Areas 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 behavior 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 21st century learning models.
- Engage in strategic and future-orientated thinking in education.

The Head of Health and Physical Education shall demonstrate a high level of understanding of current developments in curriculum including the School Curriculum and Standards Authority (SCSA) requirements for Health and Physical Education subjects across all levels, VET Certificate, 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 Prendiville Catholic 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 Health and Physical Education shall 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 Health and Physical Education will promote collegiality and harmony amongst all members of staff, including colleagues in the Academic Council and Teaching and Learning Council.

The Head of Health and Physical Education promotes student involvement in the extracurricular life of the College, including various sporting competitions, supporting enrichment opportunities

for students. In particular, the Head of Health and Physical Education works closely with the Sports Coordinator to develop the best opportunities to enable the highest standards of health and physical education, and with regards to sport, a focus on participation and team work, balanced with the opportunity for high achievement in individual and team pursuits. The Head of Health and Physical Education is also required to liaise with the Director of Learning Support to enable the best health and physical education programs for all students in an inclusive manner.

KEY REPORTS AND PROFESSIONAL RELATIONSHIPS

Responsible to: Deputy Principal Curriculum and Academic Standards

Key relationships: Deputy Principals, Sports Coordinator, Heads of Learning Area, Pastoral Leaders, Manager of Finance and Operations.

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.

Duties as relevant to the Specific Learning Area

- Liaise with the Principal, or delegate, the occupational health and safety standards associated with practical classes in the Health and Physical Education Learning Area, ensuring the necessary regulatory and legal policies and procedures are adhered to.
- Ensuring the maintenance and upkeep of sporting facilities at the College to an appropriate level of standard and safety, with the assistance of the Principal through the Manager of Finance and Operations, assisted by the Property Manager.
- Overseeing the booking procedures and upkeep of the facilities and resources utilised by members of the Health and Physical Education Learning Area, including the new College Sports Centre and the College buses.
- Organising inter-house Athletics, Swimming and Cross-Country Carnivals and other Inter-house competitions as necessary. Other related responsibilities include:
 - i. Liaising with ground staff for the marking of ovals and general maintenance of all Physical Education and Sport facilities in readiness for the carnivals.
 - ii. Attendance at ACC or CEO network meetings as required.
 - iii. Compiling and maintaining all necessary records associated with the above activities, including records required for the awarding of the Inter-House Shield, and the preparation of articles for the College Annual.
 - iv. Organising the engraving of various trophies and shields, ensuring the latter are held on display in an appropriate manner.
- Responsibility for placing dates on the College calendar including camps, excursions and carnivals, in collaboration with the member with the Leadership Team associated with this task.
- Liaise with community organisations to develop Health and Physical Education programmes and activities.
- Promotion of Health and Physical Education learning outcomes in conjunction with the Community Relations Officer.

- Liaise and oversee the role of Sports Coordinator with respect to the following duties:
 - i. The recruitment and appointment of coaches to all school teams, and the appointment of staff who have volunteered to coach school teams, in line with CEO and College recruitment policies and procedures.
 - ii. The organisation and selection of teams for the (ACC) Swimming, Athletics, Cross-Country and Lightning Carnivals.
 - iii. The selection and management of coaches/coordinators of all extra-curricular school sporting teams, ensuring the necessary arrangements have been addressed (eg booking of venues, buses, facilities, and the provision of equipment, umpires and supervising staff), and the appropriate processes and procedures for the preparation and selection of these teams are followed.
 - iv. Recognition of student excellence in participation and achievement in sport, including leadership roles, for the following acknowledgements or positions:
 - a. Colours and Flashes for their participation and outstanding achievements in sports, which are also recognised publically.
 - b. Awards for Service to Sport, acknowledging them at Year Assemblies.
 - c. For recognition of their having represented the state or nation by the presentation of a towel at a Whole School Assembly.
 - d. Sports Captains, selecting, training and mentoring nominated student leaders in various sports.

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 Prendiville Catholic 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

ADDITIONAL INFORMATION:

Contract and Appraisal:

This appointment is a contracted position for a period of 5 years, with a process of appraisal in the second year of the contract.

Remuneration:

A salary package will be negotiated commensurate with the responsibilities associated with this position, and the experience and qualifications of the successful applicant. Terms and conditions

will follow the WA Catholic Schools Enterprise Bargaining Agreement 2017, and includes employer superannuation contributions as offered to all staff working in Catholic schools.

Essential Position Requirements:

- WA Teacher Registration
- High level of organisation, including ability to work to deadlines
- Highly proficient in information technology skills
- Current Federal 'Crimtrac' 100 point Police Clearance (within last 12 Months)
- Current Working with Children Screen Check
- Supportive of the Catholic ethos of the College
- Accreditation to Teach in a Catholic School qualification, or willingness to attain this qualification
- Uncompromising confidentiality

Desirable Position Requirements:

- Practising Catholic
- Demonstrated experience in a related or similar field
- Formal qualifications in leadership
- Strong negotiation skills
- Highly developed communication and interpersonal skills
- Ability to work in a team

Closing Date: 1 September 2017

August 2016