



# Masada College – Position Description

## Key Role Information

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Position Name	Head of Learning Area (HOLA) - Science and Technologies
Reports To:	Head of Learning and Teaching 7-12, Head of Senior School, College Principal
Department	Science and Technologies
Location	Masada College is located in St Ives in Sydney's leafy North Shore; a 20 minute drive from the central business district of Sydney.
Terms and Conditions	Full-time permanent Teaching position with a temporary appointment to the position of Head of Learning Area (HOLA) for a period of 3 years, with the option to reapply at the conclusion of the 3-year period. The appointee to the position will receive the Coordinator 2 Leadership Allowance for the period of the appointment.

This Role Description may be subject to change at the discretion of the College Principal at any time. It is not intended to be an exhaustive list of responsibilities and accountabilities.

## About Masada College

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The Masada College journey begins from age two, when toddlers join our Masada Cottage Early Learning Centre. After this, they move through to our three and four-year-old classes, then to our junior school. Finally, they graduate from our senior school as well-rounded, community-minded Australian citizens with a strong sense of their heritage and future and a lifelong ability to think creatively and independently.

We pride ourselves on strong academic results in the Higher School Certificate, consistently placing in the top schools in New South Wales. However, our real success stories are not the ones published in the league tables. They are those students who exceed their own expectations thanks to the individual attention they receive here. Their enhanced performance comes down to the encouragement of their teachers, the smaller class sizes as well as the collaboration of teachers and parents.

## About the Role & Key Responsibilities

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Summary	Masada College seeks a Head of Learning Area (HOLA) - Science and Technologies to lead a passionate team of teachers, inspire our students
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and deliver a curriculum that challenges our students to be young, innovative leaders.

### **Essential Attributes**

The appointee must meet the following criteria:

- have the ability to teach the Australian and NSW curriculum
- have experience of and/or a willingness to learn and lead Science (7-12), Technology and Applied Studies e.g. Mandatory Technology, Food Technology, iSTEM, Design and Technology, Hospitality (VET).
- experienced leading a team of teachers in iSTEM
- is committed to ongoing professional learning and development
- understands and practises confidentiality
- is aware of and sensitive to different cultures and social differences
- is willing to contribute to the co-curricular life of the school
- have an innovative and progressive attitude
- manage budgeting to ensure sustainability

### **Innovation**

The College has an expectation that all Heads of Learning Areas:

- continually innovate the curriculum and pedagogy within teams, ensuring all members of the Learning Area embrace and create a culture of thinking in their classroom practice
- initiate and nurture a strong professional learning culture with the Learning Area
- consider global skill requirements and adapt the curriculum to these
- provide experiential learning opportunities to nurture and develop these skills e.g. entrepreneurship
- innovate with interdisciplinary curricular and pedagogical opportunities e.g. STEM learning
- integrate innovative technological, digital and multi-modal learning opportunities

### **Primary Purpose / Key Accountabilities**

The Head of Learning Area directly influences the quality of learning and teaching throughout the Learning Area and School.

The position is one that requires leadership in relation to:



- Pedagogy, curriculum and innovation
- People Management - with the support of Human Resources, the Head of Senior School and Head of Learning and Teaching, the Head of Learning Area is responsible for recruitment, performance, coaching, mentoring, development and misconduct management. The role includes the performance development and performance management of people to ensure innovation and accountability
- Student monitoring, evaluation and review - tracking student performance and lead teachers to create individualised learning plans and intervene to maximise student outcomes
- Finance and Resourcing - managing budgeting within approved budgets and processes

The Head of Learning Area will facilitate student learning within the Learning Area in order to enable all students to achieve to their fullest potential.

**Accountabilities and Responsibilities:  
Pedagogy, curriculum and innovation**

- As a pedagogical leader, the Head of Learning Area is able to articulate and model excellent understanding of our pedagogy, curriculum and content, in particular Creating Cultures of Thinking and Making Thinking Visible
- Provide a 'lighthouse' classroom for team members, demonstrating exemplary practice
- Ensure all subjects and courses have appropriate programs that are designed to meet the needs of the students and the NESA requirements
- Facilitate cooperative planning and programming to ensure equity and consistency across the year/stage/school and learning continuums
- Leading the development and ongoing evaluation of curriculum within the relevant Learning Area
- Leading and supporting the development of literacy and numeracy skills within the relevant Learning Area
- Leading and supporting the integration of technologies into pedagogy and curriculum within the Learning Area
- Use a range of teaching strategies to deliver high quality and innovative teaching programs that are responsive to learning strengths and specific needs of students
- Develop and oversee differentiated learning programs that cater for students with individual needs, academically and socially,



including gifted and talented, high-potential learners, less able, students with learning disabilities and EAL/D learners

- Provide opportunity for students to develop an understanding of and respect for a range of cultures
- Oversee the organisation of appropriate incursion and excursion opportunities that support learning
- Collaborate and negotiate with other learning areas to ensure learning is cohesive and provides opportunities for interdisciplinary opportunities which nurture global skills requirements and provide experiential learning opportunities
- Create an inclusive, supportive learning environment
- Adhere to College assessment and reporting policies and practices
- Utilise feedback to continually improve assessment practices
- Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning
- Support staff in report writing and reviewing all reports for the Learning Area for spelling, grammar and appropriate content, according to College policy

**Accountabilities and Responsibilities:  
People Management**

Support in the recruitment, probation, performance standards, maintenance of teacher accreditation, discipline (performance management and misconduct), career management and mentoring/coaching, career progression and succession planning, which includes responsibilities such as:

- Develop, inspire and lead an effective team
- Holding fortnightly faculty meetings focussed on continuous improvement and professional learning with published agendas, minutes of the meeting recorded and sharing these with the Head of Learning and Teaching
- Support others in planning and implementing coherent, well sequenced teaching and learning programs that engage students and promote learning
- Manage and support others in managing challenging behaviours of students, liaising with stakeholders including parents/guardians where necessary
- Ensure the standards of assessment and reporting is adhered to in line with the College reporting policy and procedure
- Participate in moderation activities to support consistent and comparable judgements of student learning



- Coaching and Mentoring new teaching staff within the Learning Area
- Providing professional support for Learning Area staff members engaged in accreditation with the NSW Education Standards Authority (NESA) e.g. Proficient Teacher / Experienced Teacher
- Attend and actively support College Professional Learning programs. Ensure Professional Learning outcomes are embedded in practice
- Encourage goal-setting in line with performance appraisal and observe and coach team members bi-annually encouraging learning and teaching innovations and continuous improvement, in line with College policy and procedures
- Supporting school wide initiatives and policies within the respective Learning Area. For example, ensuring staff embrace Culture of Thinking pedagogies and utilise the raising responsibility system.
- Coaching staff as how to improve their practice of these and other whole school approaches - maintaining their interest and motivation
- Maintain professional confidentiality on information about students, staff and communication with Executive
- Organising and/or preparing any 'extra' learning materials for absent team members or allocated additional periods, where necessary
- Liaise with relevant stakeholders regarding cover leave requirements of team members

**Accountabilities and Responsibilities:  
Student Monitoring,  
Evaluation and Review**

- Ensure there is continuous and effective monitoring, evaluation and review of student outcomes to track student performance, leading teachers to create individualised learning plans and intervene to maximise student outcomes
- Ensuring that assessment practices are used to inform teaching practices and to collect data that can be used to help staff develop more effective strategies for teaching particular concepts
- Leading a Learning Area annual review including the analysis of HSC, NAPLAN (where appropriate), other external data and internal assessment results
- Coordinate the academic calendar including writing assessments and examinations in line with the curriculum that foster learning opportunities for the students



- Ensure clear records pertaining to student progress and assessment are kept by all members of the Learning Area
- Ensure the team members of the Learning Area are proactively communicating with students, colleagues, parents and guardians in a respectful, clear, caring and professional manner
- Ensure team members of the Learning Area are using Parent/Teacher Evenings to improve student outcomes
- Ensure students' wellbeing and safety within the school by implementing school, curriculum and legislative requirements
- Seek advice, work cooperatively with and refer students to specialist staff, where required
- Liaising with Year Patrons to support staff in assisting students who need alternate approaches to education

**Accountabilities and Responsibilities:  
Finance and Resourcing**

- Manage budgeting within approved budget and processes
- Oversee appropriate and sustainable resourcing for the learning and teaching program within budget constraints
- Take responsibility for devolved budgets and comply with College procedures
- Manage expenditure in order to ensure sustainability and resourcing
- Ensure adherence to the College Financial procedures and regulations by all team members of the Learning Area

**Specific Accountabilities**

As agreed with the Head of Senior School and Head of Learning and Teaching

**Key Attributes**

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Our ideal candidate will have/be:

- Proficient with IT systems, such as Google Suite
- have advanced ICT skills and a willingness to learn new programs
- leadership experience is preferable
- have a keen interest and passion in pedagogy, particularly in Cultures of Thinking and Making Thinking Visible
- be willing to adopt new approaches
- Strong communication and organisation skills
- Flexible and be a team player
- Have a keen interest in pedagogy
- Willing to adopt new approaches
- Be a role model to our students
- Have high energy levels



## Applications to:

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Contact

Mrs Mira Hasofer  
College Principal  
[hr@staff.masada.nsw.edu.au](mailto:hr@staff.masada.nsw.edu.au)

Applications include:

Cover letter outlining why you're ideal for this role  
Resume detailing your previous experience as it relates to this role  
Your current Working with Children Check Number  
NSW Teacher Accreditation (if applicable)  
Fully Vaccinated against COVID-19