



## Head of The Arts Learning Area 2025

### About the Role

The Arts at Lake Joondalup Baptist College (LJBC) are entering an exciting new era, with the College prioritising the Arts in a state-of-the-art facility with Phase 1 set to open in 2026. The College is seeking an innovative and visionary leader to shape and champion the Arts, inspiring both students and staff to embrace creativity, artistic excellence, and new possibilities.

LJBC's Arts Learning Area has a distinguished reputation for innovation and excellence, offering a dynamic, multi-disciplinary program across Drama, Media, Dance, Music, and Visual Arts. The Arts are central to College life, engaging students from Primary through to Senior Secondary, and fostering a culture of creativity, collaboration, and artistic expression. Senior Secondary students undertake specialised pathways in Stage 1, 2, and 3 Drama, Media, Music, and Visual Arts, while Lower Secondary students rotate through various disciplines under the guidance of specialist teachers in purpose-built facilities. The Head of The Arts also plays a key role in shaping the Primary Arts Curriculum, ensuring a cohesive and enriching K–12 Arts experience.

The College's extra-curricular Arts program is vibrant and expansive, featuring a diverse range of performances, exhibitions, events, and productions. A Director of Music and a Director of Drama lead specialist programs and cocurricular opportunities that extend beyond the classroom, enhancing students' artistic and creative growth. The Arts team consists of eight specialist teachers, including the Head of Learning Area, supported by dedicated administrative staff and assistants.

As a key member of the Secondary Leadership and College Leadership Council, the Head of The Arts contributes to whole-College strategy, curriculum oversight, and academic leadership. The role requires a collaborative, future-focused leader who can harness the potential of the new Arts facility and position LJBC as a leader in Arts education.

All Heads of Learning Area are expected to be actively involved in the life of the College, including a minimum contribution of 40 hours per year to extra-curricular activities, and attendance at College events, functions, and meetings.

Applicants must be mature, practising Christians who can provide spiritual leadership to staff and students and contribute actively to the Christian witness of the College. A current reference from the applicant's pastor or minister must accompany the application, along with academic records, details of subjects taught, and evidence of ongoing professional development.

### Duty Statement - Heads of Learning Area

#### 1. College leadership

Responsible to the Principal

- 1.1. Enthusiastically promote the vision, aims and ethos of the College;
- 1.2. Provide support and loyalty to the College Executive Team and other leaders within the College;
- 1.3. Provide godly, exemplary spiritual and educational leadership;

- 1.4. Build morale, collegiality and professionalism among all staff;
- 1.5. Be a well-prepared, dedicated, effective and energetic teacher;
- 1.6. Contribute to the leadership and management of the whole College through active participation in various Committees, the College Management Team;
- 1.7. Participate in the professional, spiritual and pastoral nurturing, oversight and wellbeing of all staff, and Learning Area staff in particular;
- 1.8. Have a passion for the contribution of the Learning Area to the development and wellbeing of the young people in the care of the College;
- 1.9. Attend after school meetings of various Committees and of the Secondary staff, as required; Actively contribute to and attend all official functions of the College, including parent evenings, Graduation Evening, Presentation Evening etc;
- 1.10. Seek continuing curriculum and academic improvement within the College and Learning Area;

## **2. Curriculum, teaching and learning**

- 2.1. A permanent member of the College Curriculum Committee and responsible to the Associate Principal/ Head of Secondary and the other Heads of Learning to regularly monitor, audit and review the College Curriculum, reporting and assessment;
- 2.2. Responsible for curriculum leadership within the Learning Area, managing change and providing progressive and positive leadership to the Learning Area;
- 2.3. Responsible to the Associate Principal/ Head of Secondary for the full and effective implementation of the WA Curriculum; assessment and reporting; VET courses, Courses and all other curriculum matters;
- 2.4. Responsible to the Associate Principal/ Head of Secondary for academic reporting relating to the Learning Area;
- 2.5. Ensure that College, SCSA, TISC and other curriculum and academic requirements are met, including programs, course outlines, assessment programs, moderation, levels and grades etc;
- 2.6. Audit teachers' programs, syllabi, assessment plans, assessment items, student records and the quality of student work;
- 2.7. Ensure that all learning activities and programs in the Learning Area reflects current pedagogy, provide for a differentiated curriculum and are of the highest professional and academic standard;
- 2.8. Ensure that all curriculum and assessment in the Learning Area addresses the learning needs of all students in Learning Area courses, including those students with learning support needs and those identified as talented and/or gifted;
- 2.9. Design, develop and evaluate a range of monitoring and assessment tools;
- 2.10. Monitor and approve all Learning Area grade allocations and examination results;
- 2.11. Ensure a high standard of record keeping and documentation relating to student academic progress;
- 2.12. Select textbooks and other learning resources and liaise with the Curriculum Administrator and Director of Teaching and Learning, with respect to the annual booklist;
- 2.13. Selects recipients for Learning Area awards within College guidelines: the cost of these awards being a cost to that Learning Area;
- 2.14. Ensure that students within the Learning Area have opportunity to participate in a range of external competitions and examinations;
- 2.15. Provide leadership in the implementation of communication and information technology within the Learning Area;
- 2.16. Provide direction, supervision and leadership to all extra curricular programs relating to the Learning Area;
- 2.17. Work with the Associate Principal/ Head of Secondary with respect to all aspects of the preparation of the College timetable as it relates to the Learning Area, including resource allocation and staff deployment;

- 2.18. Analyse subject, student and teacher performance in tests and examinations, follow up and implement interventions designed to improve the academic performance of the Learning Area;
- 2.19. Provide curriculum support to the Primary School;

### **3. Professional supervision of staff**

Responsible to the Principal

- 3.1. Assist and advise the Principal concerning staffing of the Learning Area and undertake the first stage of appointing new staff;
- 3.2. Responsible for the supervision, management, deployment and effectiveness of staff in the Learning Area; Responsible for the induction of new teachers into the Learning Area, for the mentoring of staff who are in their early years of teaching and for the professional development of Learning Area staff;
- 3.3. Responsible for the performance management of staff in the Learning Area and for carrying out staff performance appraisals;
- 3.4. Establish action plans for staff experiencing difficulties; monitor and evaluate these plans;
- 3.5. Supervise non-teaching staff allocated to the Learning Area, in conjunction with the Executive Business Manager;
- 3.6. Establish and maintain high levels of morale and excellent professional standards within the Learning Area;
- 3.7. Responsible for the general welfare and professional conduct of Learning Area staff;
- 3.8. Ensure dissemination and equitable allocation of professional learning opportunities;
- 3.9. Promote positive, collegial and cooperative working relationships between staff within the Learning Area;
- 3.10. Promote positive, collegial and cooperative working relationships with staff in other Learning Areas and between other Heads of Learning Area;
- 3.11. Foster respectful and positive relationships between staff and students;
- 3.12. Delegate appropriate responsibility to others in the Learning Area;
- 3.13. Encourage reflective practice;

### **4. Students**

- 4.1. Maintain a rigorous, positive, safe and rewarding learning environment for students;
- 4.2. Monitor the tone and climate of classrooms within the Learning Area and is proactive in intervening when necessary;
- 4.3. Monitor and manage the behaviour of students while in the Learning Area and responsible for the effective implementation of the College's behaviour management policies and procedures;
- 4.4. Undertake second level disciplinary interventions with students, the classroom teacher having implemented first level interventions;
- 4.5. Meet regularly with the Director of Students to undertake a Learning Area review of student behaviour patterns and staff management of these issues;
- 4.6. Liaise with the Head of House or Director of Students regarding students with a pattern of unresolved behaviour issues or one-off severe behaviour incidents;
- 4.7. Oversight of, sign-off on, and supervise the planning and conduct of all lessons, activities, excursions, extra curricular activities and camps in the Learning Area, including the standard of student conduct and attire and ensuring full adherence to all College policies and procedures, particularly relating to duty of care;
- 4.8. Ensure adherence to policies and procedures relating to students with special needs (students with disabilities, learning difficulties and students who are talented and gifted) and ensure that the Learning Area provides differentiated programs which provide for the full range of students. Liaise with the Director of Students and

- relevant teachers to ensure adherence to these policies and procedures;
- 4.9. Allocate students to classes and discusses class placements with parents and other staff;
- 4.10. Advises students on subject and course selection and on subject prerequisites;

## **5. Planning and policies**

Responsible to the Principal and the Associate Principal/ Head of Secondary Undertake Strategic Planning for the Learning Area, establish Learning Area priorities and plans of action;

- 5.1. Ensure compliance within the Learning Area of all College policies and procedures;
- 5.2. Undertake long term and short term planning for the Learning Area;
- 5.3. Implement a review and evaluation cycle for all activities and programs of the Learning Area;
- 5.4. Responsible for occupational health and safety issues within the Learning Area;

## **6. Communication and liaison**

Ensure that all forms of written communications originating from the Learning Area are of the highest standards graphically and grammatically and ensure adherence to the College Style Guide;

- 6.1. Prepare regular Newsletter articles to promote the Learning Area; preparation of material for College publications, including the Newsletter and annual College magazine, Impressions;
- 6.2. Promote the Learning Area with vigour, both in the College and in the wider community, including at College marketing events;
- 6.3. Implement policies and procedures that ensure that Learning Area staff make pre-emptive and timely contact with parents about their child's progress, attitude and behaviour;
- 6.4. Organise weekly Learning Area staff meetings and other meetings as appropriate;
- 6.5. Liaise with the Principal, Associate Principal/ Head of Secondary, Executive Business Manager and other staff with respect to all matters relating to the Learning Area;
- 6.6. Communicate to members of the Learning Area matters arising from meetings held.
- 6.7. Provide Learning Area information for Handbooks, Prospectuses, Website and other publications;

## **7. Facilities, resources and finances**

- 7.1. Provide comprehensive annual budget documentation for the Learning Area, manage the cost centre, authorise all expenditure, adhere to all ordering and other policies and procedures, keep expenditure within the budget as established;
- 7.2. Ensure that classrooms and facilities allocated to the Learning Area are kept in excellent condition and provide students with a vibrant and interesting physical environment;
- 7.3. Maintain an up-to-date inventory of Learning Area stock, resources and equipment;
- 7.4. Responsible for resources belonging to the Learning Area, including repairs and maintenance, in consultation with the Executive Business Manager;
- 7.5. Order teaching supplies, texts and associated materials in consultation with the Executive Business Manager and within budgetary constraints;
- 7.6. Select Library resources in consultation with the Head of Library, within the allocated budget;
- 7.7. Facilitate the use by the LJB Church of Learning Area facilities and equipment;

## **8. Other**

- 8.1. Other duties as delegated by the Principal;

**Professional Review:**

The Duty Statement description as outlined above is intended as a framework for professional review.

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**Essential Selection Criteria**

The successful applicant must have excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member and will need to demonstrate the following essential criteria:

- A committed Christian and an active member of a church;
- Experience in progressive Leadership skills with a Curriculum focus;
- Skills and experience in planning, developing, implementing and evaluating the Arts curriculum;
- Experience with a creative perspective with respect to learning concepts and the potential to lead a diverse team;
- Excellent skills in teaching within the Arts Learning Area integrating contemporary pedagogical and curriculum best practices;
- Excellent organisation, communication and interpersonal skills including relationship building, community engagement and team building;
- Experience managing resources, budgeting, and sustaining current stock, equipment and providing a vibrant physical environment.

**Qualifications, Experience and Personal Qualities**

1. A recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
2. Excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative, and ability to work as a team member in a busy school environment.
3. Able to obtain a Current and satisfactory National Police Criminal History Check (NPCHC)
4. Able to obtain or hold a current Working with Children Check
5. Able to provide evidence of eligibility to work in Australia.
6. A current reference from the applicant's church Pastor/Minister.

**Commencement date**

By Negotiation Term 2 2025

Paul Sonneman-Smith  
College Principal

March 2025

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**How to apply and additional information**

Please visit the Employment section on the College website

<https://www.ljbc.wa.edu.au/Employment.php> and refer to the section 'Application Information'.

Please read through the information

- ✓ Staff Code of Conduct Policy
- ✓ Statement of Faith
- ✓ Employment Collection Notice

- ✓ Employment Application Form

All applications must be submitted with a completed Employment Application Form, this is available for download on the Employment page.

**Please ensure that you have included the following documentation in your application as outlined below:**

1. Employment Application Form
2. Covering letter
3. Written response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Certified copies of qualifications and academic transcripts
7. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement
8. Working with Children Check, or undertaking to apply prior to commencement
9. A written reference from your Pastor/Minister

Please submit your application by email and in **PDF Format** to: [HR@ljbc.wa.edu.au](mailto:HR@ljbc.wa.edu.au)

All applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact Human Resources on 9300 7444.

**Please note that only applicants who are shortlisted for interview will be contacted.**

**Closing date for applications:** 4pm, Friday 28 March 2025