

**POSITION DESCRIPTION:**

Head of Faculty – Science and Technology (HOF)

Location:

Secondary School

Reports to:

Dean of Pedagogy and Dean of Studies

Reporting Relationships:

Subject Coordinators, Class Teachers and support staff working in the Academic Department

Key Liaisons:

Dean of Students, Head of Primary School and Assistant Head of Primary School

Tenure:

This position will be offered on a 5 year fixed term contract starting in January 2018. There may be the opportunity to extend this contract for a further 5 years by mutual agreement.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission, vision and values of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Leading by example to staff, students, parents through the fostering of quality relationships.
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Objectives

To provide, under the direction of the Principal, Deputy Principal, Dean of Pedagogy and Dean of Studies and in a manner which is in harmony with the philosophy of the school as espoused by the Sisters of the Sacred Advent and the School Council, efficient and effective leadership in the:

- A. Management of the Faculty, its People and Resources.
- B. Strategic Leadership in Curriculum and Pedagogy.
- C. Quality of the Teaching and Learning program in the faculty (with reference to the St Margaret's Quality Teaching and Learning Framework)

The position of Head of Faculty is a significant middle management position in the organisational structure, with responsibility for curricular activities (in the specific academic faculty), for the learning/teaching process, for administration, the professional development of staff and the academic progress of students.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

These include but are not limited to the following:-

A. Management of the Faculty, its People and Resources

- Ascertain the professional learning needs of staff and, with reference to the Deputy Principal, respond by encouraging and guiding faculty staff in their own professional learning, organising appropriate in-service or by suggesting other available in-service opportunities.
- Provide advice and support to teachers and Subject Coordinators to ensure best practice in the planning and preparation of teaching strategies and resources.
- Monitor academic progress and ensure compliance requirements for external assessments are met.
- Assist in the selection and induction of teaching and support staff.
- Provide advice and support in and out of class to assist pre-service teachers, beginning teachers and teachers experiencing difficulties.
- Oversee the work of support staff or aides who work directly in the Faculty.
- Participate in the performance and probationary reviews of teachers and school officers in the faculty, as required.
- Monitor communication between faculty staff and parents/guardians on subject-related issues, actively liaise between faculty staff and parents/guardians in the management of sensitive curriculum and people management issues and keep the Heads of Year and Educational Leadership Team informed.
- Arrange suitable work for classes, in consultation with Subject Coordinator, when absent staff are unable to do so.
- Liaise with teachers in the faculty to support and facilitate their work.

- Liaise with the Head of Primary School with respect to the development of curriculum and the implementation of faculty subjects at the Primary School level. This may involve taking a broad leadership role across the PP-12 school.
- Liaise with the Head of E-Learning and Research about ways to support the Faculty in achieving its goals.
- Liaise with the appropriate staff (Learning Enhancement, Dean of Pedagogy, Head of Boarding, Counsellor, Heads of Year, Deputy Principal, Heads, Chaplain) regarding students in need of enrichment, remedial assistance, counselling, or special consideration.
- Lead and support appropriate enrichment and remediation activities, such as involvement in external competitions or tutorials, within the Faculty.
- Chair Faculty meetings, record minutes, publish these on staff drive and forward to all members of the HOF committee.
- Oversee provision of results for Speech Night and other events as required.
- Oversee the development, maintenance, storage and use of the Faculty resources.
- Oversee all aspects of budget preparation, especially the requisition and maintenance of all resources for the faculty.
- Establish policies and procedures (including safety issues) to ensure the smooth functioning of the Faculty and ensure compliance with Workplace Health and Safety requirements.

B. Strategic Leadership in Curriculum and Pedagogy

- Ensure a focus on the St Margaret's Quality Teaching and Learning Framework within the Faculty.
- Be aware of the latest curriculum directions and initiatives and provide timely and relevant advice to ELT on implementation of suitable curriculum opportunities.
- Work, through participation in the decision making process, with the ELT, to identify curriculum issues, develop curriculum and to support the implementation of curriculum decisions.
- Work with the ELT in the overall curriculum planning and development and to take responsibility for the interpretation and implementation of specific school curriculum initiatives.
- In collaboration with Subject Coordinators and teachers, adopt and design learning and teaching within the guidelines of the St Margaret's Quality Teaching and Learning Framework.
- To effectively manage change, working with initiative and in collaboration.
- Liaise with tertiary and other providers/businesses to create links for students and the school.
- In order to utilise staff expertise and in consultation with the Subject Coordinators, recommend the allocation of teachers to classes.
- Encourage innovation and the use of appropriate pedagogy.
- Model and encourage differentiation practices.
- Engage in professional reading and direct staff to sources of interest.
- Formulate Faculty goals in collaboration with Subject Coordinators and teachers and submit.
- Assist ELT with the management and interpretation of student data and its curriculum implications.
- To work in collaboration with other HOFs.
- Present at various events and functions (such as, P and F meetings) and represent the school in the wider educational community, for example through presenting at conferences, publishing articles, etc.
- Attend regular Heads of Faculty (Curriculum) meetings.

C. Quality of the Teaching and Learning Program in the Faculty (with reference to the St Margaret's Quality Teaching and Learning Framework)

- Model quality teaching practices, a student focussed approach, and motivate others in the pursuit of deep and deepest student thinking in the classroom.
- Engage in the analysis of academic data and alter teaching and learning practices accordingly.
- Encourage and provide opportunities for all teachers to enhance the teaching and learning in the subjects within the Faculty.
- Work in collaboration with relevant Subject Coordinators to facilitate their work as subject area leaders as listed in their position description, assisting with ensuring that all accountability and quality assurance measures are met.
- Ensure that appropriate programmes are implemented at each year level within the Faculty.
- Manage the performance of staff in your faculty to ensure high quality teaching and learning.
- Ensure the verification and monitoring process for all subjects in your faculty are completed with accuracy and timeliness.
- Foster a collaborative culture within the Faculty which is focussed on improvement at both the school and faculty level.
- Encourage Subject Coordinators and teachers to reflect on their current practice and strive for continuous improvement.
- Where appropriate, facilitate the use of external professionals to model best practice by leading classes.
- Oversee the academic progress of students studying units/subjects in the Faculty, and inform relevant parties (students, parents, ELT) about matters of note or concern.
- Establish procedures and co-ordinate collection and maintenance of records of student academic achievement both within the Faculty and for central records.
- Contribute to the development of the curriculum area through participation in conferences, working parties and committees and ensure feedback is provided to relevant staff.
- Contribute to QCAA and the broader educational community.
- Participate in professional association activities.
- Teach within the Faculty, as required.
- Participate in and support the broader co-curricular and extra activities as required.
- If required, in the absence of a Subject Coordinator from the Faculty, ensure the duties of the Subject Coordinator are effectively carried out.

Other Key Functions/Responsibilities:

- To be discussed with the Principal and/or Deputy Principal and/or Dean of Pedagogy and/or Dean of Studies as required.

Performance Reviews:

All Heads of Faculty will be subject to an annual performance review as outlined by the Principal.

Support the School's Anglican ethos, values and holistic philosophy by:

- Consistently role modelling behaviour and values that demonstrate support for and commitment to Christian and school values and ethos. This includes demonstrating respect for every member of the school community

- Willingly participating in the co-curricular program and utilising the opportunity to engender team and competitive spirit among students
- Attending academic and year level events to support students and parents as appropriate

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students ;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards.

Other duties that may be reasonably directed from time to time:

- The Principal and supervisor may direct other relevant and reasonable duties as required.
- The School reserves the right to modify the position duties as required.

SELECTION CRITERIA

1. Possession of a thorough knowledge of curriculum requirements for the range of subjects offered within the Faculty and an ability to apply this knowledge in managing curriculum issues and programs.
2. Ability to implement a range of teaching strategies to meet the different learning needs of students. This includes the ability to effectively integrate technology into teaching and learning.
3. Qualifications to teach science subjects to a senior level.
4. Ability to provide effective, collaborative, dynamic and strategic leadership to the Faculty members in planning, organising, implementing and reviewing a range of work programs and policies concurrently.
5. Ability to work productively and effectively within the Management Team in achieving shared goals, and overtly supporting the decisions made by the ELT.
6. Highly developed communication skills, including written and interpersonal. This includes the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues and the wider school community.
7. Demonstrated commitment to ongoing professional learning and growth.
8. Ability to demonstrate professionalism and discretion in relation to confidential School matters at all times.
9. Willingness to contribute to the extra-curricular program in the school.
10. Willingness to actively support the Christian principles and the Anglican ethos of St Margaret's Anglican Girls School.

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process as part of the recruitment process and successful candidate must comply with School policies and relevant legislation relating to Student protection.

TO BE CONSIDERED FOR AN ACADEMIC POSITION AT ST MARGARET'S, APPLICANTS MUST BE CURRENTLY REGISTERED OR BE ELIGIBLE FOR TEACHER REGISTRATION IN QUEENSLAND.