Head of Department Job Description

1. Teaching

HODs normally teach 16-18 55 minute periods. Their classes will usually be senior classes (Grade 11 & 12) in the international stream. This means overseas students and PNG stds paying the International course fee. These students could be following ACT programme alone or a combined ACTIB programme. PNG citizens will also sit their PNG exams. They may also teach in grade 9 & 10 where students follow the IGCSE programme. Teach extra periods for senior and IB classes where required after school or on Saturdays.

1. Assessment

HOD is responsible to ensure that all assessment items meet the requirements of all external providers. The ACT & PNG Systems both use continuous internal assessments and so standard of assessment items is important. Also in these systems marks from different strands have to be combined together e.g there will PNG stds following the International Programme and the internal marks generate there have to be combined with the internal marks of the students following PNG only. This has to be done equitably and fairly. The HOD is responsible to ensure this is done. Maintain records of assessments that have been set and marks obtained by students and analyse student results

1. Staff

In any department up to 80% of the staff will be PNG. A key aspect of the job is the supervision, monitoring and development of these staff. There is a Performance Management system in place and the HOD is responsible for that for their staff. Professional Development is very important and there is an expectation that HODs will be active in their department and in the wholes school. Key pedagogy focuses for the school in recent years have been formative assessment, differentiation and literacy.

The HOD also has to develop the department as a team and this can be a challenge as the PNG staff tend to teach quite a different load from the HODs. The HODs teach in the international streams where classes tend to be smaller and the PNG staff teach in the PNG only strand where classes are bigger and so in terms of content and teaching environment experiences are different which can present a challenge.

1. HOD IT
2. HOD IT will teach the senior advanced IT groups in grade 11 & 12. This group is small in number (<20 usually). They will be following the ACT Tertiary IT course. However, there will be some in the group doing the IB ITGS as well as part of a dual Australian IB qualification and these will require extra time as the Australian IT programme is purely IT. The HOD will also teach IGCSE Information Technology
3. The school has 5 fully networked IT Labs and all staff have laptops that are part of the school network. We employ a Network manager and Assistant and the HOD IT will work closely with them in maintaining and improving the network. The HOD IT is expected to provide advice to senior management with regard to network requirements, hardware and software purchasing as well future directions for IT provision within the school to both staff and students. This may well involve in-servicing staff on use of IT to support their teaching.
4. HOD IT is also in charge of the rest of the Technology Dept which includes Home Ec & Practical Skills/Design Tech