



# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Head of Learning Area – History, Society and Ethics

**Reports to:** Director of Studies

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### ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

### COLLEGE LEADERSHIP

The Principal is responsible for the leadership and management of the College. However, all leadership positions including the Deputy Principal, Deans, Directors and Managers play a vital role in shaping, influencing, implementing and evaluating College policy. Within this, all staff at *Pymble* has responsibility for demonstrating effective and positive behaviours and competencies, including the following:

- Strive to achieve the College vision, mission and goals
- Contribute to a culture of leadership that engenders transparency, responsibility and accountability
- Foster a commitment to continuous improvement
- Support the Uniting Church ethos
- Foster an environment where knowledge and information are valued and shared
- Represent the College in a positive and professional manner.

### POSITION SUMMARY

The Head of Learning Area - History, Society and Ethics is accountable to the Director of Studies in all aspects of the position. The position is responsible for the History, Society and Ethics faculty.

The purpose of the position is to be a leader of learning in the College, aligning the learning environment with the educational philosophy and ethos of the College. As a curriculum leader, The Head of Learning Area - History, Society and Ethics is in a unique position to model best practice in teaching and leadership in line with the strategic goals of the College.

The Head of Learning Area - History, Society and Ethics works collaboratively with their Stage/Subject Co-ordinators, the Director of Studies, the Director of Teaching and Learning, the Dean of Curriculum Innovation (K-12) and other curriculum leaders and support staff.

The Head of Learning Area - History, Society and Ethics is required to teach a set number of lessons, as determined by the Principal.

## **KEY ACCOUNTABILITIES**

### **1. Leadership**

- 1.1 Lead learning through curriculum design, classroom pedagogy, assessment and reporting to improve student learning outcomes
- 1.2 Develop a deep understanding of, and advance the College vision for, personalised learning within the context of History, Society and Ethics
- 1.3 Lead the development, engagement and performance of staff within the learning area
- 1.4 Engage with professional colleagues to advance student learning across the curriculum.

### **2. Communication**

- 2.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 2.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 2.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

### **3. Risk and Compliance**

- 3.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- 3.2 Meet the expectations for safety in the workplace and report potential risk to the Director of Studies

3.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary

3.4 Report directly to the Principal on any matters relating to child protection

3.5 Consistently adhere to College policies and procedures.

#### **4. Professional Learning**

4.1 Remain abreast of current and best practice standards

4.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

#### **5. Other duties may be required from time to time**

### **POSITION REQUIREMENTS / CAPABILITIES**

- Willingness to support the ethos and values of the College
- Ability to effectively lead teaching, learning, innovation and change
- Ability to building shared vision
- Possession of a broad vision of holistic curriculum
- Excellent interpersonal skills and the ability to relate and influence people at all levels of the organisation
- Confident and competent presentation, group facilitation and training skills
- Outstanding planning and organisational skills
- Proven ability to lead, coach and develop others
- Strong written communication and documentation skills
- Flexible, responsive and creative with an innovative mindset
- Possession of enthusiasm, energy, drive, initiative and perseverance
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.