
POSITION DESCRIPTION – HEAD OF DEPARTMENT

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| Purpose | To undertake the prescribed secondary teaching load, as well as the Coordination of teaching, learning, assessment and resources within the department |
| Accountability to: | Heads of Schools and ultimately the Head of College. |
| Relates to | Deputy Principal, Heads of School, Director of Teaching and Learning, Director of Academic Studies, Business Manager |
| Attributes | Each Head of Department will: <ul style="list-style-type: none">• Have a personal faith and commitment to Jesus Christ• Demonstrate an ability to translate faith into practice• To act always in a manner consistent with the College ethos• Demonstrate an ability to maintain vision and strive for goals• Exercise leadership by acting with integrity, loyalty, honesty• Demonstrate a level of commitment to maintain personal professional knowledge and skills, including membership of appropriate professional associations• Maintain confidentiality |

Responsibilities & Accountability

Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable.

TEACHING DUTIES

- 1) To be an exemplary teacher and uphold the requirements of a teacher as contained within the position description for teaching positions at the College.
- 2) Maintain responsibility for teaching the required class allocation as detailed in the PAR schedule in the EBA. This is outlined in the letter of appointment also.

CURRICULUM LEADERSHIP

- 3) Promote an understanding of and model Christian Education, translating it into practice in the classroom and workspace.
 - a) Discuss with new staff at least twice in their first year.
 - b) Encourage staff from department to attend all staff devotions and follow up on tardiness.
- 4) Promote an understanding of current educational trends in the department's subjects.
 - a) Conduct whole department meeting on this topic at least once per year. Agenda and minutes to be sent to Deputy Principal.
- 5) Promote an understanding of curriculum design and practice.
 - a) Attend at least one Professional Development activity per year on this topic.
 - b) Maintain membership of relevant professional association/s.
 - c) Conduct a review of each work programme at least every two years.
- 6) Ensure QSA processes are followed to a high standard, working closely and taking directions from the Director of Studies.

- 7) Organise and coordinate curriculum for the department to a high standard; including programmes, teaching and learning, homework, assessment and reporting (according to college parameters and in close liaison with Director of Studies).
 - a) Include this area in at least one whole of department meetings per year.
 - b) Review college policies in these areas and give feedback to executive via the Deputy Principal.
 - c) Distribute workload to teachers for things like exam setting, marking, etc.

TEACHING AND LEARNING LEADERSHIP

- 8) Provide support, assistance and feedback to teachers in the department in regard to teaching and learning issues (working closely with Director of Teaching and Learning).
 - a) Visit all department classes at least once per year and give feedback to teacher.
 - b) Visit a new teacher's class twice in term one and once in each of the other terms. Give feedback to teacher and Heads of School.
- 9) Maintain effective communication with staff, students and families.
 - a) Conduct three whole of department meetings per term.
 - b) Lead discussions with teachers on matters related to continuous improvement.
 - c) Provide regular feedback to the college executive on matters relating to teaching and learning.
 - d) Organise a minimum of two articles for the newsletter each year.
 - e) Organise a process for communicating with parents about results, positive and negative.
As a minimum, organize a standard letter to parents if a student receives a "D" or "E" rating or falls a full rating level and invite parents to discuss this at an interview.
- 10) Review students' results at the end of each Semester following Department policy. Arrange tutorials for Year 12 students from time to time, as required. Discussion with staff.
- 11) Foster student enjoyment in subject areas, including coordination of extension activities such as competitions.
 - a) Include in the department's Annual Report a list of activities, student involvement, successes etc.
- 12) Work effectively with Director of Teaching and Learning on issues of professional standards and professional development.
 - a) Conduct staff assessment in co-operation with the Director of Teaching and Learning.
 - b) Provide special training and supervision for staff on "performance review".
- 13) Teach various classes across a range of age-groups.
- 14) Participate in relevant special parent meetings (e.g. Subject Information Evenings) directly or through a delegate.

OTHER LEADERSHIP AND MANAGEMENT

- 15) Manage department resources, including preparation of an annual budget according to college parameters (usually late term three).
- 16) Assist college Workplace Health and Safety officer with issues pertaining to the department.
- 17) Prepare and present an Annual Report for the Department (see Appendix A), addressing the 12 areas described above by the first week of Semester 2.
- 18) Set annual goals (at least three) for the department in co-operation with staff. At least one goal to be in the area of Teaching and Learning.
- 19) Assist with strategic planning and college goals where appropriate.

Reference Documents Pastoral Care Policy and Procedures
Workplace Health and Safety Manual
NCC Enterprise Agreement (details of remuneration and time-release)

Coaching, Appraisal & Review

- Heads of Department will be coached by a member of the Executive Team
- Appraisal and review will be undertaken by Heads of Schools / Head of College.

APPENDIX A: DEPARTMENT ANNUAL REPORT

Content The Department Annual Report will provide a summary of departmental activities for the previous twelve months and provide some initial planning goals for the coming twelve months. This report will address points 1 to 12 described in '*Responsibilities & Accountability*' of this document. Occasionally there may be other specific areas addressed at the discretion of the Head of Department and/or College Executive.

Timing The Department Annual Report is to be presented first week of Semester 2.

Format Hard copy of report to Deputy Principal / Heads of Schools / Head of College