

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### HEAD OF DEPARTMENT

<b>Position Purpose</b>	In support of the Mission and Vision of NCC, the Head of Department will provide strategic leadership to their team and foster and inspire excellence through dynamic and innovative curriculum development, teaching and learning, people management, and championing student engagement in the classroom.
<b>Qualifications</b>	Current Queensland Teacher Registration Current First Aid Certificate
<b>Accountability</b>	Director of Teaching and Learning, Director of Studies, Heads of Senior and Middle Schools and ultimately the Executive Principal.
<b>Key Relationships</b>	Executive Principal, Heads of Senior and Middle Schools, Secondary Teaching Staff, College Administration staff, students and parents.

### Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and fairness and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development.
- Maintain confidentiality
- Consistently maintain a professional appearance in accordance with organizational standards.

### Professional Competencies

The following professional competencies are essential to this position:

- Ability to demonstrate effectiveness and expertise as a skilled classroom practitioner.
- Demonstrate creative insight and deep enthusiasm and the integration of the Christian faith into curriculum and extra-curricular activities.
- Strong leadership capabilities with the ability to inspire, guide and support staff and students in achieving excellence, reinforcing a shared commitment to the College goals and objectives.
- Strong people management skills.
- Strong collaboration and negotiation skills with a proven record of working effectively across teams, building strong professional relationships and contributing to a positive culture amongst employees.

- Strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Commitment to confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff.
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

### Key Responsibilities

Provided below are the primary responsibilities of the role. From time-to-time other duties may be deemed necessary, and these will be determined in conjunction with the person/s you are accountable.

#### *Department Specific*

- Develop and implement a strategic direction for the Department which aligns with the Mission and Vision of the College, and the College's strategic intent.
- Inspire excellence in teaching and learning delivering high-quality curriculum in faculty subject areas and related disciplines, ensuring alignment with educational standards and the school's broader mission.
- Maintain awareness of and adherence to relevant compliance and risk management policies, child safety standards, and occupational health and safety requirements across all department activities.

#### *Teaching And Learning Leadership*

1. Be an exemplary practitioner of teaching. Evidence of this includes:
  - Demonstration of a deep and current knowledge of allocated subject areas
  - High expectations in regard to student learning
  - Use of high impact teaching strategies and evidence-based practices
  - Use of data to inform practice
  - Provision of a safe and supportive learning environment
  - Demonstration of appropriate use of technology and innovation
  - Modelling reflective practice and a desire for professional growth
2. Demonstrate a personal commitment to the College Teaching and Learning Framework, including the Teacher Growth Cycle.
3. Work with the Director of Teaching and Learning to promote the Australian Professional Standards for Teachers.
4. Provide support, assistance and feedback to teachers on their classroom practice and management
  - Conduct direct observation and feedback on practice to teachers at least once per year
  - Promote and support staff in using the College Teacher Growth Model
  - As requested by the Director of Teaching and Learning, provide special training and supervision for staff on "performance review"
  - Visit a new teacher's class twice in term one and once in each of the other terms. Provide feedback to teacher and Director of Teaching and Learning.
5. Monitor student academic results regularly
  - Conduct formal/informal conversations with relevant teachers
  - Discuss implications for teaching and learning with department staff
  - Discuss intervention strategies to assist students.
6. Model inclusive practices to support students with a disability
  - Foster teacher roles and responsibilities to NCCD including College expectations for recording and storing evidence of adjustments in teacher planning

- Conduct department meetings to include discussions on disabilities and improving the use of quality adjustments for students of the subject.
7. Model differentiation, including the use of extension to support more able and gifted students in the subject
- Foster departmental discussions on meeting the needs of more able and gifted students in the subject.

#### *Curriculum Leadership*

8. Promote an understanding of and model Christian Education, translating it into practice in the classroom and workspace.
- Discuss with new staff in their first Semester
  - Encourage departmental discussions of teaching from a Christian worldview.
9. Promote an understanding of current educational trends in the department's subjects
- Conduct department meetings to include this when relevant.
10. Promote an understanding of curriculum design and practice
- Attend Professional Development opportunities
  - Maintain membership of relevant professional association/s.
  - Conduct a review of each curriculum programme at least every two years.
11. Ensure QCAA processes are followed to a high standard, working closely and taking directions from the Director of Studies.
- Maintain familiarity with the QCAA SEP calendar each year and ensure deadlines are met for all subjects in their department
  - Maintain familiarity with the QCE/QCIA Handbook
  - Regularly check that all teachers in their department are familiar with and competent in all the items on the *QCAA procedures, staff induction list*.
12. 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 school leaders)
- Conduct department meetings to include this when relevant
  - Review college policies in these areas and give feedback to executive via the Principal
  - Distribute workload to teachers for things like exam setting, marking, etc.

#### *General Leadership*

- Maintain effective communication with staff, students and families.
- Provide regular feedback to the college executive on matters relating to the Department, teaching and learning.
- Contribute, in a timely way, items for various school publications to promote or report on subject related activities.
- Organise a process for communicating with parents about results, positive and negative.
  - As a minimum, provide teachers with a standard expectation and method of communication if a student receives a "D" or "E" rating or falls a full rating level
  - Review students' results at the end of each Semester following Department policy.
- Foster student enjoyment in subject areas, including coordination of co-curricular activities such as excursions, incursions, competitions and enrichment.
- Participate in relevant special parent meetings (e.g. Subject Information Evenings).
- Manage department resources, including preparation of an annual budget according to college parameters (usually late term three).
- Assist college Workplace Health and Safety officer with issues pertaining to the department.

- Provide timely and empathetic care for staff as appropriate and address any performance or conduct matters.
- Foster and maintain positive relationships with and between staff.
- Attend all required Staff meetings, Parent/Teacher meetings and Interviews
- Attend relevant Professional Learning courses and out of hours school functions as required by the school.
- Be diligent with playground duties as rostered and report areas of maintenance needs to the maintenance staff.
- Lead by example and attend Staff Devotions.
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- Complete legislative and school compliance training as directed by the College.
- Perform other duties as required.

#### **Remuneration**

In accordance with levels set out in the NCC Enterprise Agreement

#### **Reference Documents**

NCC Child Protection Policy  
 NCC Staff Code of Conduct  
 NCC Enterprise Agreement  
 NCC Staff Dress Code Policy  
 NCC Workplace Health and Safety Policy

#### **Hours of Work**

As per Employment Contract