

TINTERN GRAMMAR

POSITION DESCRIPTION

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| Position: | Head of Department (ICT) |
| Reporting to: | Director of Studies |
| Department: | ICT |
| Date: | July 2019 |

Primary Purpose:

The Head of Department is accountable for the management and development of the faculty and its staff; and the implementation of curriculum across the respective faculty. The role works closely with the Heads of School and Director of Studies to ensure a holistic approach is taken to the curriculum and the underlying principles and strategies of the School are met.

Position in Context:

Under the direction of the Principal and through the Vice Principal and Director of Studies, the Head of Department is responsible for the teaching programs within their relevant discipline and their faculty staff. The four main areas of the role involve the management of curriculum, staff, change, and resources. The role works closely with the Director of Studies and faculty staff. Further it is the responsibility of the Head of Department to communicate with the Heads of School, the Vice Principal and the Principal, in relation to any concerns or matters relating to a student.

Freedom to Act / Autonomy:

The Head of Department is responsible for the management of the day to day operations and curriculum of their individual faculty and is required to exercise judgment in recommending to the Director of Studies and/or Heads of School an appropriate and effective process for dealing with any changes, modifications and associated issues. Further they are responsible for the management, motivation, development and support of each individual faculty staff member, including any faculty School Assistants. The incumbent is regarded as a specialist in the field of education and will be required to provide current, prompt and accurate advice on a wide range of educational issues affecting senior schooling including, but not limited to, curriculum development.

Major Duties and Responsibilities:

1. Curriculum Management

- Plan, organise and discuss the specific subject area with the Director of Studies. Discuss curriculum, assessment and reporting issues, identifying areas of concern and devise strategies to deal with them.
- Submit an annual Faculty Review at the end of the school year and write a Faculty Report at the start of each year including Department Goals and Leadership Goals for the current academic year
- Monitor current curriculum area and be aware of current trends in Education
- Take an active role in whole school curriculum initiatives undertaken by Tintern Grammar
- Provide guidance to staff in the design and development of curriculum

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- Coordinate the evaluation and review of syllabus content and assessment procedures
 - i) Review and analyse annual assessment data such as NAPLAN, VCE and/or IB as relevant and use to inform strategies and faculty goals set in Faculty Report to improve student learning outcomes
 - ii) Ensure curriculum documents reflect VELS or Australian Curriculum, VCE, VET and IB compliance and progress developmentally to include all requirements of the relevant syllabuses
 - iii) Ensure that the curriculum documents, term planners, outline of courses, Department curriculum documentation are submitted or updated to curriculum management system by the due dates
 - iv) Ensure that standard of assessment tasks is consistent and conducted in a fair and proper manner
- Liaise with Head(s) of Campus, Principal, and any other interested parties on all relevant aspects of the curriculum
- Lead, promote and participate in continuous improvement strategies ie Peer Partnerships, staff professional learning initiatives, foster innovative, creative ideas to motivate students and be willing to try new ways to inspire their learning.
- Ensure curriculum, pedagogy and assessment differentiates to the needs of individual students. Liaise with Head of Education Support and staff, and Horizon coordinator.

2. Staff Management

- Build and maintain effective teams by setting clear, achievable goals, appropriate delegation of tasks and recognising and working with differences in strengths, attitudes and conviction.
- Maintain open communication with all members of the team
- Motivate staff to participate in improvement of teaching and learning
- Respond to issues raised by department staff in a timely manner
- Seek strategies to resolve conflict between staff members, staff and students or staff and parents and refer matters when appropriate
- Maintain good working relationship with support and administration staff
- Facilitate a process so that all teaching staff are fully aware of content and assessment requirements
- Ensure all teaching staff are fully aware of the department's aims, objectives and outcomes and are committed to the development of the subject area
- Monitor performance of staff and provide constructive feedback and improvement strategies where necessary
- Ensure individual student learning styles are addressed in classroom methodology as much as possible and strategies are documented
- Be knowledgeable about the professional development needs for staff in relation to the curriculum area by:
 - i) monitoring the delivery of teaching programs
 - ii) encouraging departmental colleagues to explore and evaluate new ideas about pedagogy and assessment practices to improve learning outcomes
- Acknowledge individual staff expertise and actively facilitate sharing of skills and knowledge
- Review the quality of report writing in department and provide assistance where necessary.

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- Ensure all teaching practices including student behaviour management practices are consistent with the School's policies and can be clearly articulated
- Actively participate in the selection of new department staff including management of recruitment and probationary program procedures
- Hold three department meetings per term to consult with staff and ensure that staff skills are utilised for the benefit of students and the department
- Ensure the induction of new staff is well planned and supportive.
- Address any faculty staff professional practice issues as soon as possible and refer to Heads of School and Director of Studies as required

3. Administration

- Report to Director of Studies through agenda and minutes for all department meetings
- Ensure that year level/team meetings occur regularly
- Attend Head of Department meetings
- Manage the department's purchasing, accounts and budgeting
- Co-ordinate the maintenance of resources
- Participate in meetings involving staff of all levels across both campuses
- Attend relevant Professional Development offsite ie relevant to curriculum pedagogy and leadership
- Structure department meetings to address administration, curriculum, pedagogy and professional development needs in accordance with school and department goals
- Identify appropriate excursions and incursions
- Promote the subject area including responsibility for Open Day, Orientation Day, Celebration Evening, publications and Subject talks
- Prepare reports for the Principal's newsletter, advertising events, student successes and any relevant news throughout the year where necessary and appropriate

4. Leadership

- Demonstrate a strong personal commitment to leadership growth by participating in professional learning in the area of leadership and management
- Actively support the establishment of a culture of continuous learning and improvement in the Department by initiating / negotiating change and actively promoting professional learning of Departmental colleagues
- Maintain awareness of subject trends and changes in pedagogy and assessment by remaining in contact with the relevant subject association and other professional networks and conducting professional reading
- Be a positive ambassador of the Department in all communications with students, parents, teachers and members of the wider community on a range of issues.
- Serve as a role model of exemplary teaching practice for Departmental staff

5. Other Duties

- Prepare, administer and monitor the annual department budget
- Coordinate the purchase and maintenance of resources where necessary
- Address any Occupational, Health and Safety matters and requirements of the department and refer where necessary
- Attendance at relevant meetings and functions
- Display exemplary yard duty practices to provide role modeling to other staff
- Encourage involvement and actively participate in daily organisation at a whole school level
- Check tidiness of grounds
- Check on security of students / grounds
- Address correct student uniform as required

6. Teaching Commitment

- As required by the School

Direct Reports

Faculty Teaching staff

Contacts

Internal

Principal

Vice Principal

Heads of School

Director of Studies

Director of Professional Learning and Performance

Timetabler

Year Level Coordinators

Learning Enhancement staff

Teaching Staff

Staff

External

Regulatory bodies

Other educational institutions

Educational associations

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Competencies Required

- Current VIT registration
- Extensive experience in education within a school
- Demonstrated leadership skills and the ability to motivate a team
- Exceptional verbal, interpersonal and written communication skills
- Innovative thinker with energy to achieve objectives
- Strong organisational skills with the ability to manage multiple projects concurrently, within budget and set deadlines
- Computer literacy for word processing, spreadsheets and use of the internet
- Commitment to excellent “customer” service

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar’s commitment to Child Safety: Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

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The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....