



Position Description

Head of Faculty



POSITION DESCRIPTION

POSITION:	Head of Faculty
ORGANISATIONAL UNIT:	Senior Teacher
POSITION STATUS:	Full time (37.5 hours per week)
CLASSIFICATION:	Experienced Teacher

POSITION OVERVIEW:

As a member of the Senior Leadership Group, the Head of Faculty position is responsible for leading curriculum and teaching practices within the designated faculty, years 5-12. This position reports to the Deputy Principal –Teaching and Learning, and leads faculty staff and the development of a guaranteed, viable and sequential curriculum.

The Head of Faculty is responsible for student academic outcomes for all discipline areas within the faculty, and responsible for promoting the faculty, including communicating with parents and stakeholders.

ACCOUNTABILITIES

- To lead the learning area in a manner that is reflective of the Schools Strategic Plan and policies.
- To ensure students achieve their full academic potential in the discipline area.
- To ensure VCE programs run in accordance with VCAA Guidelines and that the appropriate curriculum, moderation, assessment, professional learning, and student support mechanisms exist for strong VCE results.
- To develop high-quality and consistent teaching practices through coaching, modelling, and feedback.
- To interpret the Australian Curriculum and lead its implementation within the faculty area.
- To develop data-informed, short, and long-term goals for the faculty area, which reflect the sequential learning of students.
- To provide guidance to teaching staff to ensure the scope and sequence of curriculum is appropriate between Junior, Middle and Senior School.
- To ensure appropriate monitoring of new staff, including implementation of employment probationary processes as per the Probation and Confirmation Policy (Human Resources).
- To be involved in the recruitment of staff within the faculty area.
- To foster and maintain collegial working relationships in a professional and safe environment.
- Monitor and provide quantitative and qualitative assessments of Teaching and Learning in the discipline area.
- To ensure all administrative tasks, such as documentation of curriculum, assessment schedules, and reports are completed by required dates.

KEY DUTIES & TASKS

1. Teaching and Learning Management

Curriculum

- Develop and define curriculum within the faculty area, including the scope, sequence, and articulation of curricular elements.
- Collect and analyse data to monitor the impact of developed curriculum on student achievement.
- Support staff to achieve a low-variance curriculum and that students receive consistent learning opportunities in the discipline area.
- Model, support, and encourage the incorporation of learning technologies, aligned with School Policies, to enhance student learning.
- Oversee curriculum documentation and mapping, to ensure compliance with School Policies and VCAA Study Designs. This includes SACs, SAT, examinations, handbooks, booklists, etc.
- Ensure current curriculum documentation is maintained, and accessible for sudden VRQA Registration Inspection reviews.
- Analyse evidence about the quality of the learning areas programmes and evaluate and monitor academic results and staff performance in external tests.



- Facilitate planning and assessment by establishing and monitoring Curriculum Learning Teams.

Research and Pedagogy

- Ensure the continual improvement of pedagogy within the faculty area through classroom observations, coaching and facilitation of professional learning.
- Keep abreast of State, National, and International developments and share current research regarding effective pedagogy within the learning area and provide advice and make recommendations to the Deputy Principal – Teaching and Learning on implications of decisions and trends.
- Support learning enhancement programs and pedagogies that meet the diverse learning needs of students.

Innovation and Improvement

- Initiate, lead, and manage the planning, delivery, assessment, and continual evaluation of innovative education programs within the learning area, ensuring best practice in teaching methodology and curriculum.

2. Learning Area Leadership and Management

- Role model effective leadership and ensure the School's vision, mission, values, and goals are reflected.
- Actively monitor teaching and learning within the faculty area in collaboration; conducting classroom observations to collect effective ideas, sharing techniques, and providing feedback and guidance to teaching staff.
- Mentor and coach staff within the faculty area regarding effective teaching practices, aligned with the Bacchus Marsh Grammar Teaching and Learning Framework, and provide assistance to staff with instructional problems as required.
- Facilitate opportunities for collaborative planning and learning sessions.
- Plan, conduct and chair Faculty team meetings.
- Maintain professional relationships with external professional associations.
- Lead the promotion of the faculty including communication with parents and stakeholders and the implementation of relevant co-curricular programs and enrichment opportunities.
- Work closely with the Deputy Principal - Teaching and Learning to:
 - Keep up to date any current issues to formulate strategies to reduce risks and implications to student learning;
 - Provide information regarding implementation of curriculum and department action plans;
 - Follow up on curricular decisions; and
 - Provide accurate, substantive feedback on teaching and learning in a timely manner.

3. Staff Management

- Manage and conduct orientation and induction processes for new staff to the Faculty Area discipline area.
- Actively plan for and participate in staff professional developmental sessions.
- Supervise student teachers and actively participate in their learning.
- Provide the Deputy Principal – Teaching and Learning and Campus Principals with appropriate feedback on teacher performance and effective strategies for improvement.
- Assist with recruitment of vacant positions within the faculty area.

4. Finance

- Contribute to the formulation of the budget for the faculty area and monitor and assume responsibility for the expenditure allocated.

5. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

6. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.



- Adhere to and comply with all WHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental, and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

7. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active & constructive manner.

8. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Deputy Principal - Teaching and Learning.
- **Direct reports to this position:** All teaching staff within the faculty area.
- **Internal Relationships:** Principal, Senior Deputy Principal, Deputy Principals, Assistant Principals, Heads of Faculty, Year Level Coordinators, teaching staff and all other employees within the organisation.
- **External Relationships:** Students, parents, and other external stakeholders, including discipline associations and VESS networks.

EXTENT OF AUTHORITY

- This senior position has a broad range of authority relative to the position to achieve the position objectives.
- This position is responsible for the successful management of the assigned learning area and associated activities.
- Guidance is provided in the form of broad policy direction or legislative requirements established through the vision and direction of the School Council and the Principal. This position will receive broad direction and informative feedback from senior stakeholders including the Principal and Deputy Principals.
- Any issues that involve working outside of the position description need the approval of the person to whom this position reports.

KEY SELECTION CRITERIA

Qualifications

- VIT registration.
- Tertiary teaching qualifications relevant to the learning area.

Demonstrated Experience and Skills

- Teaching experience relevant to the learning area.
- A sound knowledge of the teaching pedagogies and practices relevant to the learning area.
- Demonstrated experience leading and managing a team.
- A proven record of monitoring, analysing, and using data to improved student achievement.
- Active engagement with current pedagogical research.
- A proven record of implementing education programs.
- Experience leading and managing a range of curriculum processes.
- Highly developed interpersonal and skills, good negotiation and influencing skills, with the ability to communicate effectively with senior management, staff, and parents.
- Strong organisational skills and attention to detail.
- Computer literacy and a degree of competency in the use of learning technologies.
- Proven experience in a similar position within a school environment preferable.



AUTHORISATION

Approved: _____

Date: _____

Andrew Neal
Principal

I, _____ have read and agree to abide by the requirements of this position description.

Signed: _____ Date: _____