



HEAD OF FACULTY – POSITION DESCRIPTION

Job Title:	Head of Faculty
Tenure:	Position of added responsibility for three years
Allowance:	Financial remuneration in line with College salary scales
Time Allocation:	A time allocation is available for this role
Reporting to:	Deputy Principal - Learning and Teaching
Liaison with:	Head of Secondary and/or Head of Primary, Head of Learning and Teaching (Primary) and/or Head of Learning and Teaching (Secondary)
Oversight:	Teachers
Review:	Annual
Reviewer:	Deputy Principal – Learning and Teaching

Purpose of the position

The Head of Faculty leads and manages the Faculty so that best practice in learning and teaching is achieved. The Head of Faculty will work closely with the Deputy Principal – Learning and Teaching and the Head of Learning and Teaching (Primary) and/or Head of Learning and Teaching (Secondary) to lead their teaching team to develop and embed highly effective learning and teaching, curriculum development and feedback and assessment practices.

Responsibilities

■ Staff Management

Key Performance Indicator:

Ensure active liaison with staff to develop, modify and implement programs aligned with the mission, strategic plan and values of the College.

Specific Requirements:

- Actively build a sense of community and positive culture amongst staff.
- Monitor and encourage the professional development of staff within the learning area.

- Conduct purposeful and well-organised team meetings, ensuring that there is regular attendance and that all agendas and minutes are circulated and action items followed through.
- Support and guide staff with the planning, development and evaluation of their programs.
- Ensure teachers implement teaching practices which reflect current educational thinking.
- Ensure that all teachers in the learning area are well-resourced and have easy access to curriculum documentation including course outlines.
- Ensure an equitable distribution of workload within the team.
- Mentor new and existing staff, including support staff.

Curriculum Leadership

Key Performance Indicator:

Ensure the development and implementation of appropriate curriculum through encouraging collaborative consultation with staff.

Specific Requirements:

- Remain up-to-date with developments in teaching and learning practices for all subjects within the learning area.
- Develop a strategic plan to drive continuous improvement in standards and achievement across the faculty.
- Ensure that curriculum documentation is prepared, implemented, and evaluated in a systematic manner and reflects developments in the learning area.
- Develop scope and sequence documents for all subjects within the learning area.
- Ensure that the curriculum is written and delivered with a Christian Worldview perspective.
- Ensure that all courses within the learning area are maintained, reviewed and implemented regularly.
- Develop exemplar documents, clear guidelines and moderation processes for Assessment Tasks across the faculty.
- Ensure that the curriculum supports the needs and abilities of students and provides for extension, enrichment and remediation.
- Liaise with the Deputy Principal - Learning and Teaching, Head of Secondary, Head of Learning and Teaching (Primary) and/or Head of Learning and Teaching (Secondary) and Timetabler regarding timetable needs and staffing requirements.
- Liaise with other Learning Leaders to ensure a balanced and integrated curriculum throughout the College and to ensure cooperation in the use of resources.
- Advise, assist and support teachers in matters of classroom management, homework expectations, assessment and report writing.
- Supervise examinations including setting and suitability of papers, adequate and accurate presentation of examination paper to candidates, correction of papers, allocation of marks and writing of reports.
- Encourage involvement of students in various external competitions, exhibitions and other events.
- Be an active contributing member of the Learning Leaders' Team.

■ Pedagogical Leadership

Key Performance Indicator:

Ensure effective learning by students through providing guidance to staff on appropriate teaching methodology and suitability of curriculum materials.

Specific Requirements:

- Attend professional development sessions relevant to the faculty
- Work with the Deputy Principal - Learning and Teaching and the Head of Learning and Teaching (Primary) and/or Head of Learning and Teaching (Secondary) to collect, analyse and use student data to shape courses and inform teaching approaches within the learning area.
- Work with the Careers Coordinator to establish programs and access information linking the learning area to career pathways.
- Provide the best possible learning environment for students undertaking courses within the learning area.
- Promote the use of appropriate learning technologies.

■ Administration

Key Performance Indicator:

Ensure the smooth operation of the faculty through efficient organisation, processes and communication.

Specific Requirements:

- Oversight and monitoring of Course and Class pages on 'The Hub.'
- To regularly inspect and hold staff accountable for, the correct and thorough usage of daily work programs or lesson plans, course outlines, course documentation, assessment records, the provision of feedback to students and parents via the Hub, and other administrative requirements as necessary.
- Preparation of Booklists.
- Preparation of handbook materials.

■ Other Tasks/Responsibilities

- Attend out of school hours events as required.
- Additional to scheduled staff and professional learning meetings, attend and participate in all Learning Leaders' meetings.
- Other duties as required.