

## **ROLE DESCRIPTION**

Title:	Dean of Studies 7-9	
Date reviewed:	August 2022	
Reporting to:	Head of Senior School	
Supervised by:	Head of Senior School & Dean of Studies 10-12	
Supervises:	Heads of Department, Careers Counsellor (7-9 Focus), Admin Assistant-	
_	Curriculum	
Liaison with:	Senior School Team, Admin Assistant-Curriculum	
Department:	Senior School	
MEA	NSW Christian Schools Teaching Staff MEA 2021	
FTE:	1.0	
Qualifications/skills req'd:	<ul> <li>Must have appropriate teacher qualifications as recognised by NESA</li> </ul>	
	<ul> <li>Breadth of experience in schools</li> </ul>	
	<ul> <li>Will be involved in professional associations outside of the School</li> </ul>	

## **Essential Skills**

- The Dean of Studies (7-9) will be expected:
- To have an understanding of the philosophy of Christian Education and to translate it into practice in the classroom, playground, office and staffroom
- Communicate effectively with adults and students
- Work as a member of a team
- Work with HODs on 7-9 programming, assessment & tracking/analysis
- o Demonstrate an understanding of current educational trends in all subject areas
- o Demonstrate a sound understanding of curriculum design and practice
- o Honestly and persistently carry out a self-evaluation of all aspects of his/her role
- Utilise ICT effectively in carrying out their role
- Use and analyse data for NAPLAN and assessments.
- o Planning & maintaining a diverse, rich curriculum offering.
- Managing Stage 5 elective lines with timetablers

### Vision

To develop in each child their unique qualities, equipping them to enjoy a successful Christ-centred life.

## Responsible for:

Leading the delivery and development of curriculum (7-9) in the Senior School and the ongoing periodic delivery of curriculum issues at and affecting OFG.

### **Key Result Areas:**

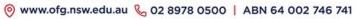
Specific Accountability	Performance Standards
Regular Reports to the Head of Senior School	<ul> <li>Weekly Reports detailing the state and progress of Senior School Curriculum (7-9)</li> <li>Daily contact regarding current issues</li> </ul>
Reports Daily to Dean of Studies 10-12	<ul> <li>Daily contact and reporting ongoing.</li> </ul>
Attend Senior School Management Team Meetings	<ul> <li>Report on Senior School Curriculum (7-9) issues and events as required</li> </ul>

Internal Examinations	<ul> <li>Timetable Year 7-9 examination sessions</li> <li>Issue students with an examination timetable 2 weeks prior to the examination period</li> <li>Oversee the examination papers produced by teachers (7-9)</li> <li>Secure and organise papers ready for the examination period (7-9)</li> <li>Oversee the appropriate supervision of examination periods (7-9)</li> <li>Handle examinations missed by absent students (7-9)</li> <li>Organise Academic Competitions (7-9)</li> <li>Organise NAPLAN test for Years 7&amp;9</li> <li>Arrange Year 6 Placement Tests</li> <li>Oversee special provisions/room allocations (7-9)</li> </ul>
Professional Development/Staff Training	<ul> <li>Oversee the Professional Development of the staff (7-9 focus)</li> <li>Have awareness of and contributes to best practice; teaching and learning, assessment, new technologies, etc.</li> <li>Work with HODs to improve the standard of assessment tasks, tests etc. (7-9)</li> <li>Encourage teachers to use methodologies appropriate to the needs of the students (7-9)</li> <li>Develop one's own PD including courses, conferences, and professional reading</li> </ul>
Communication with School Community	<ul> <li>Ensure adequate and appropriate communication with parents regarding curriculum is carried out through the newsletter on a fortnightly basis</li> </ul>
Working with HODs	<ul> <li>Attend regular HODs meetings</li> <li>Attend regular Department meetings and attend as necessary</li> <li>Support the improvement of standards in teaching and learning (7-9)</li> <li>Sign off VTR's with curriculum approval for events &amp; changes relating to Yrs 7-9</li> <li>Ensure programmes, scope and sequence, assessment plans, reporting procedures, resources list and work samples are maintained as required by NESA for registration and accreditation purposes. (7-9)</li> <li>Oversee organisation and maintenance of class lists on the data base (7-9)</li> </ul>

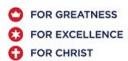


OXFORD FALLS GRAMMAR

1078 Oxford Falls Road, Oxford Falls NSW 2100



	<ul> <li>Evaluate applications for excursions (7-9)</li> </ul>
Curriculum Review  Academic Scholarships	<ul> <li>Lead processes of effective review, planning and implementation of curriculum developments, e.g. innovations, new syllabi, additional course offerings (7-9) focus</li> <li>Monitor NESA Board Bulletin for developments in curriculum state wide, advising HODs in specific Stage 4&amp;5</li> <li>Promotion of scholarships</li> <li>Administration of candidates (7-9)</li> <li>Conducting academic tests (7-9)</li> <li>Development of the scholarship programme with the Dean of Studies (10-12)</li> </ul>
	<ul> <li>Recommend to the awardees for scholarships HOSS</li> </ul>
Assessment Programs	<ul> <li>Manage the academic calendar of assessments, examinations and excursions (7-9)</li> <li>Overseeing the development of Assessment Calendars for each year group (7-9)</li> <li>Produce Student Policy Booklets including Assessment Schedules for all courses (7-9)</li> <li>Oversee the process for change of assessments, warning letters and Illness &amp; Misadventure appeals (7-9)</li> </ul>
School Reports	<ul> <li>Oversee student report process including set-up, timeline and proofreading (7-9)</li> <li>Plan Parent/Teacher/Student Interview Nights (7-9)</li> <li>Input and planning of progressive reporting (7-9)</li> <li>Implement Progressive reporting</li> </ul>
Curriculum Information Nights	<ul> <li>Organise Stage 5 Information Night including preparation electives and Stage 5 subject lines</li> <li>Organise Yr 7-9 study skills evenings</li> </ul>
Budget	Oversee and maintain budgets that relate to the Dean of Studies role (7-9)
Learning Support	Oversee Head of Learning Support in relation to:



School Functions	Modification of Assessment     Tasks (7-9)     Reporting Matters (7-9)     Individual Programs (7-9)     NCCD Data Oversight (7-9)      Attend School functions as appropriate     Support all SS functions     Assist with major functions such as Awards Ceremonies etc
Student Academic Progress	<ul> <li>Advise students and parents on subject selection/study habits and academic goals (7-9)</li> <li>Oversee academic progress in Senior School (7-9)</li> <li>Analysis of external testing data e.g. NAPLAN</li> <li>Liaising with the Dean of Students (7-9) and Manager of ICT to develop and maintain an academic mentoring program in the Senior School (7-9)</li> <li>Oversee the academic mentoring program for students in Yrs (7-9)</li> </ul>
General	<ul> <li>Teach various classes across a range of years and abilities</li> <li>Maintain effective contact with parents</li> <li>Ensure high standards of teaching, assessment, reporting and programs are maintained within his/her Team</li> <li>Assist with the management of discipline issues as required</li> <li>Carry out other duties as required by the HoSS</li> </ul>

# Other relevant information

The Dean of Studies 7-9 will:

- o Have a personal faith and commitment to Jesus Christ
- o Be an active member of a Christian Church.

