

ROLE DESCRIPTION

Title:	HEAD OF DEPARTMENT including Departments with Support Staff eg. Science, Food Technology, Visual Arts and Design & Technology
Date reviewed:	September 2019
Responsible to:	Head of Senior School
Supervised by:	Director of Curriculum
Supervises:	Department Staff
Liaison with:	Senior School Management
Department:	Senior School
Classification:	Teaching classification plus POR as appropriate
FTE:	Fulltime – teaching load + period allocation
Qualifications/skills required:	<ul style="list-style-type: none"> • NESA accredited teacher • Appropriate teaching experience

Vision

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

Responsible for:

Leading and managing a Department's academic programs.

Key Result Areas:

Specific Accountability	Performance Standards
Regularly attending Head of Department Meetings as scheduled by Director of Curriculum	<ul style="list-style-type: none"> • Attendance and contribution to meetings and follow-up of relevant items discussed
Supporting/assisting the Director of Curriculum with the planning and delivery of the Senior School curriculum and assessment program in conjunction with departmental staff	<ul style="list-style-type: none"> • Planning Assessment Tasks; uploading the notifications to the school's learning management system and placing the dates onto the various Assessment Calendars • Preparing information for the various Curriculum and Assessment Booklets provided to students • Providing course descriptions and outcomes for reports and checking/editing reports for the Department • Overseeing the organisation of excursions, visiting speakers etc. relating to the Department • Organising Academic Competitions in consultation with Director of Curriculum and Senior School Logistics Administrator

<p>Managing staff to meet curriculum requirements</p>	<ul style="list-style-type: none"> • Supervising and supporting the faculty to meet curriculum related deadlines including the preparation of assessment notifications, assessment tasks and student reports
<p>Liaising with faculty members and the Director of Curriculum to address concerns with students' academic progress and to recognise student achievements within the subject area</p>	<ul style="list-style-type: none"> • Ensuring that parents are notified if negative patterns emerge in relation to a student's homework, class work or other course requirements • Providing the information required for student warning letters and task appeal decisions • Liaising with staff to identify students to be recognised for their achievements
<p>Organising and leading regular Department Meetings for their staff</p>	<ul style="list-style-type: none"> • Liaising with the faculty to develop an agenda and organising for minutes to be recorded for meetings. Both the agenda and minutes are to be recorded in the Senior School network
<p>Promoting a standard of excellence with both staff and students in the Department</p>	<ul style="list-style-type: none"> • Supporting faculty members in managing students in their classes and developing classroom management skills • Promoting the use of sound pedagogical practice by the faculty in lessons • In consultation with the faculty, utilising data from the HSC such as NESA RAP data to reflect and plan improvements to academic programs • Facilitating a professional environment for departmental staff and opportunities for collegial relationships to develop • Providing input into the future development of the school in areas of academia; the creation of policies and the physical school environment,
<p>Raising the profile of the Department through communication with the school community</p>	<ul style="list-style-type: none"> • Communicating academic opportunities, achievements and initiatives to parents, students and staff through the school portal and publications • Writing articles and gathering photographs for the Year Book • Attendance at curriculum evenings to communicate curriculum offerings and opportunities
<p>Keeping up to date with current educational issues relevant to the subject area/technology including membership of professional associations including networking with other HODs</p>	<ul style="list-style-type: none"> • Remaining informed of NESA memos and documentation relating to the courses offered by the Department • Seeking opportunities to engage with other HoDs, curriculum leaders and professional associations linked to the curriculum
<p>Overseeing the Professional Development of staff in the Department</p>	<ul style="list-style-type: none"> • Liaising with the faculty members to determine appropriate Professional Development opportunities

<p>Leading the development of curriculum documentation to meet NESA Accreditation and Registration requirements for the Department</p>	<ul style="list-style-type: none"> • Leading the development of teaching programmes, registers, scope & sequences and assessment schedules for all courses offered in the Department to meet NESA requirements and to reflect sound pedagogical approaches
<p>Developing and managing a Department financial budget</p>	<ul style="list-style-type: none"> • Managing the Department budget wisely and accounting for the use of funds as required • Overseeing the purchasing and maintenance of departmental resources • Liaising with the Finance Department about charging students for items purchased through the school
<p>Department planning for the new school year</p>	<ul style="list-style-type: none"> • Allocating students to appropriate classes if required • In collaboration with staff, determining textbooks to be booklisted for classes • Recommending to the Head of Senior School the teachers to be allocated to each class
<p>Monitoring workplace safety in classrooms utilised by the faculty</p>	<ul style="list-style-type: none"> • Leading an annual workplace safety check in classrooms utilised by the faculty • Communicating maintenance requests relating to departmental areas
<p>Assisting the Head of Senior School and HR in the selection and interviewing process of new staff</p>	<ul style="list-style-type: none"> • As directed by the Head of Senior School to assist in the selection and interviewing of new staff
<p>Supporting Conditional or Provisionally Accredited teachers within the faculty applying for NESA accreditation as a Proficient Teachers</p>	<ul style="list-style-type: none"> • Providing advice to assist in the development of the skills and expertise required to attain teacher proficiency • Observing one or more lessons of teachers seeking Proficient Teacher accreditation and providing feedback • Completing the Accreditation Report for teachers applying for Proficient Teacher status through NESA
<p>Completing other tasks as requested by the Principal/Head of Senior School</p>	
<p>For Departments with Support Staff Overseeing the Laboratory Assistant/Food Technology, Visual Arts and Design & Technology Assistant</p>	<ul style="list-style-type: none"> • In consultation with HR supplying a job description for the role • Providing the assistant with the necessary job training • Monitoring the daily tasks of this position