

## ROLE DESCRIPTION

<b>Title:</b>	<b>Dean of Studies 7-9</b>
<b>Date reviewed:</b>	August 2022
<b>Reporting to:</b>	Head of Senior School
<b>Supervised by:</b>	Head of Senior School & Dean of Studies 10-12
<b>Supervises:</b>	Heads of Department, Careers Counsellor (7-9 Focus), Admin Assistant-Curriculum
<b>Liaison with:</b>	Senior School Team, Admin Assistant-Curriculum
<b>Department:</b>	Senior School
<b>MEA</b>	NSW Christian Schools Teaching Staff MEA 2021
<b>FTE:</b>	1.0
<b>Qualifications/skills req'd:</b>	<ul style="list-style-type: none"> <li>○ Must have appropriate teacher qualifications as recognised by NESA</li> <li>○ Breadth of experience in schools</li> <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
- Demonstrate an understanding of current educational trends in all subject areas
- Demonstrate a sound understanding of curriculum design and practice
- 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.
- 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
<b>Regular Reports to the Head of Senior School</b>	<ul style="list-style-type: none"> <li>○ Weekly Reports detailing the state and progress of Senior School Curriculum (7-9)</li> <li>○ Daily contact regarding current issues</li> </ul>
<b>Reports Daily to Dean of Studies 10-12</b>	<ul style="list-style-type: none"> <li>○ Daily contact and reporting ongoing.</li> </ul>
<b>Attend Senior School Management Team Meetings</b>	<ul style="list-style-type: none"> <li>○ Report on Senior School Curriculum (7-9) issues and events as required</li> </ul>

<ul style="list-style-type: none"> <li>○ Internal Examinations</li> </ul>	<ul style="list-style-type: none"> <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>
<p><b>Professional Development/Staff Training</b></p>	<ul style="list-style-type: none"> <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>
<p><b>Communication with School Community</b></p>	<ul style="list-style-type: none"> <li>○ Ensure adequate and appropriate communication with parents regarding curriculum is carried out through the newsletter on a fortnightly basis</li> </ul>
<p><b>Working with HODs</b></p>	<ul style="list-style-type: none"> <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>

<b>Curriculum Review</b>	<ul style="list-style-type: none"> <li>○ Evaluate applications for excursions (7-9)</li> <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> </ul>
<b>Academic Scholarships</b>	<ul style="list-style-type: none"> <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> <li>○ Recommend to the awardees for scholarships HOSS</li> </ul>
<b>Assessment Programs</b>	<ul style="list-style-type: none"> <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>
<b>School Reports</b>	<ul style="list-style-type: none"> <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>
<b>Curriculum Information Nights</b>	<ul style="list-style-type: none"> <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>
<b>Budget</b>	<ul style="list-style-type: none"> <li>○ Oversee and maintain budgets that relate to the Dean of Studies role (7-9)</li> <li>○</li> </ul>
<b>Learning Support</b>	<ul style="list-style-type: none"> <li>○ Oversee Head of Learning Support in relation to: <ul style="list-style-type: none"> <li>○ Curriculum Matters (7-9)</li> <li>○ Disability Provisions (7-9)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Modification of Assessment Tasks (7-9)</li> <li>○ Reporting Matters (7-9)</li> <li>○ Individual Programs (7-9)</li> <li>○ NCCD Data Oversight (7-9)</li> </ul>
<b>School Functions</b>	<ul style="list-style-type: none"> <li>○ Attend School functions as appropriate</li> <li>○ Support all SS functions</li> <li>○ Assist with major functions such as Awards Ceremonies etc</li> </ul>
<b>Student Academic Progress</b>	<ul style="list-style-type: none"> <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>
<b>General</b>	<ul style="list-style-type: none"> <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:

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