



**OXFORD  
FALLS**  
GRAMMAR

## Job Description Head of Gifted and Talented K-12

<b>Title:</b>	Head of Gifted and Talented K-12
<b>Date Reviewed:</b>	September 2024
<b>Reporting to:</b>	Head of Junior School and Head of Senior School
<b>Supervised by:</b>	Head of Junior School and Head of Senior School
<b>Supervises:</b>	Students within the Gifted & Talented program in both curricular and co-curricular
<b>Liaison with:</b>	Principal, Head of Junior School, Head of Senior School, Deans of Academic Studies, Deans of Teaching & Learning, Heads of Department, Heads of Stage, Class Teachers, Specialist teachers, EAs, parents and students
<b>Department:</b>	K-12 Teaching and Learning
<b>Classification:</b>	1 = 0.3 FTE teaching load across JS and SS
<b>Multi Enterprise Agreement:</b>	NSW Christian Schools Teaching Staff MEA 2021
<b>Qualification/ skills required:</b>	Appropriate qualifications approved by NESA COGE or equivalent postgraduate qualifications required

### Our Vision:

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

### Our Ethos:

*For Greatness:* Developing confident servant-hearted people of strong character, purpose and attitude.

*For Excellence:* Empowering our community to aspire, learn and work to achieve their full potential.

*For Christ:* Providing a positive and meaningful experience of Christian faith, hope and life.

### Responsible for:

This position involves overseeing K-12 Gifted and Talented (Camino) programs – curricular and co-curricular. The role reports directly to the Heads of Junior and Senior School. The role requires a suitably qualified teacher and leader willing to support and promote the school's mission.



FOR GREATNESS



FOR EXCELLENCE



FOR CHRIST

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## Key Result Area

Specific Accountability	Performance Standards
Curricular	<ul style="list-style-type: none"> <li>● oversee the Camino Program in Junior School and Senior School               <ul style="list-style-type: none"> <li>○ liaise with Dean of Academic Studies K-6 &amp; 7-12, Dean/s of Teaching and Learning, and HoSS &amp; HoJS in selection of students for Camino classes</li> </ul> </li> <li>● liaise with relevant school leaders and staff regarding individual student needs and support plans</li> <li>● liaise with parents and run Information Sessions promoting Gifted and Talented at OFG</li> <li>● assist with the design of in-class programs for gifted/extension students</li> <li>● explore opportunities and develop pathways for subject acceleration (esp HSC)</li> </ul>
Teaching	0.3 FTE equivalent teaching across JS and SS
Professional Development	<ul style="list-style-type: none"> <li>● PD to teachers and staff on learning extension, program differentiation, GAT, etc</li> <li>● In-class attendance and support of Camino teachers</li> <li>● Support of staff undertaking study in Gifted and Talented</li> <li>● Development of Subject specific and Stage based PD</li> <li>● Self development through further study / engagement with professional associations</li> </ul>
Scholarships	<ul style="list-style-type: none"> <li>● Develop and facilitate all aspects of the school's academic scholarships program in conjunction with Deans of Academic Studies K-6, 7-12, Deans of Teaching &amp; Learning and Heads of School</li> <li>● Monitoring and mentoring of academic scholarship holders</li> <li>● Facilitate pursuit of tertiary education / scholarships for Year 11/12 students (with Careers Advisor)</li> </ul>
Co-Curricular	<ul style="list-style-type: none"> <li>● Develop and facilitate "academic co-curricular" options for students. For example:               <ul style="list-style-type: none"> <li>○ Tournament of the Minds</li> <li>○ Debating</li> <li>○ Toastmasters/ Public Speaking Competitions</li> <li>○ Maths Olympiad</li> <li>○ Da Vinci Decathlon</li> <li>○ Writing Competitions and events</li> </ul> </li> </ul>

Participation in School Life	<ul style="list-style-type: none"> <li>• Attendance at relevant school activities and responsibilities (carnivals, camps, excursions, concerts and performances, Chapels, playground duty, Information Nights, staff events and activities, etc)</li> <li>• Seeking opportunities to promote OFG G&amp;T programs and student achievement, internally and externally</li> </ul>
Other relevant information	<ul style="list-style-type: none"> <li>• Other duties as directed and appropriate.</li> <li>• There is an expectation of leadership by example in terms of Christian faith, punctuality, professionalism, personal presentation, work ethic, etc.</li> </ul>