

## Position description

Position:	<b>Head of Faculty (Science, HSIE or English)</b>
Work area:	<b>Teaching</b>
Classification:	<b>Co-ordinator 2</b>
Employment type:	<b>Full Time including Teaching Load (Minimum 0.8 FTE to be considered for HOF)</b>
Commencement date:	<b>Wednesday 24 January 2024</b>

### OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with an expected enrolment of approximately 680 students for 2024.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

### GENERAL DUTIES

The Head of Faculty is responsible and accountable for the management and development of the faculty, its staff and the implementation of teaching and learning across the relevant Faculty. The Head of Faculty works closely with Senior Executive to ensure a holistic approach is taken to the teaching and learning and its underlying principles and that strategies of the School are met.

The Head of Faculty is responsible for curriculum, operational issues and the professional development of Faculty staff. It is also the responsibility of the Head of Faculty to liaise with Head of Teaching and Learning and the Head of Student Diversity to monitor the academic progress of students.

Heads of Faculty are responsible for the management, motivation, development and support of each individual Faculty staff member. The incumbent will be required to provide current, prompt and accurate advice on a wide range of educational issues affecting schooling including, but not limited to, teaching and learning within their faculty area.

### LEVEL OF AUTONOMY

Heads of Faculty are responsible for the areas listed below, under the supervision of the Senior Executive.

### REPORTS TO

**The Principal through the Deputy Principal and the Head of Teaching and Learning (Secondary).**

### TENURE

Three year tenure for the Head of Faculty, concluding on Friday 15 December 2026.

## **SALARY AND CONDITIONS**

General terms and conditions and salary (including monetary allowances) will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021.

## **ALLOWANCES**

The Head of Faculty will have a time allowance of 8 periods per fortnightly cycle for the length of their tenure.

## **HOURS OF WORK**

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with scheduled after school meetings going to 5.00pm from time to time and evening meetings after 7.00pm as required.

## **KEY AREAS OF RESPONSIBILITY**

All Heads of Faculty will take part in the School's Professional Development Plan which has as its core aim, assisting staff to develop their skills and abilities as teachers and administrators.

### **1. Curriculum**

- Monitor current curriculum area including ensuring documentation in SEQTA is maintained and teacher use of continuous online reporting in SEQTA is timely and accurate. Ensure the proficient use of SEQTA by all members of the Faculty as required by the School
- Be aware of current trends in education and comply with timelines including those dictated by NESA and the School
- Explore innovative curriculum additions and/or changes and share with Senior Executive as appropriate
- Keep up to date with knowledge of changes to subject area (NESA) requirements
- Regularly update curriculum area documentation, consistent with the guidelines set down by the School
- Ensure that monitoring, review and evaluation processes and procedures are documented and practised
- Ensure assessment practices are clearly articulated and consistent across the Faculty, Year level and subject areas as well as adhering to the School's overall philosophy
- Document and promote the aims, objectives and outcomes for the Faculty
- Liaise with Senior Executive regarding appropriate assessment and homework policies
- Communicate with Senior Executive all relevant aspects of the curriculum area
- Source and distribute external professional development, deliver internal professional development and promote professional sharing in the Faculty
- Source and coordinate guest speakers and special events linked to the curriculum
- Ensure the effective implementation of and use of ICT and other technologies, as appropriate, including Data Projectors, Interactive Whiteboards, SEQTA, SMART TVs and iPads

### **2. Students**

- Know students and how they learn, differentiating lesson content accordingly
- Emphasise and celebrate student success
- Develop and document strategies to meet the needs of individual students
- Deliver exceptional Pastoral Care to all students
- Work with Head of Teaching and Learning and Head of Secondary School to address any serious concerns for a student
- Provide administration with items for the newsletter and Facebook
- Develop and deliver curriculum that motivates and inspires our students

### **3. Staff**

- Ensure all teaching staff are fully aware of all aspects of their specific subject area along with NESA and the School's teaching and learning expectations
- Implement a system for ensuring that all teachers are covering the work programs and syllabus requirements in your faculty
- Ensure all teaching staff are fully aware of the Faculty's aims, objectives and outcomes and are committed to the development of the subject area
- Identify and plan for the professional development needs of staff and the faculty

- Provide support for Faculty staff to provide an environment where all students are engaged and learning optimally
- Consult with Head of Teaching and Learning regarding the professional development needs of staff within the Faculty
- Acknowledge individual staff expertise and encourage sharing of skills and knowledge
- Monitor performance of staff and provide informal and formal objective evaluation as required
- Ensure student behaviour management practices are consistent with the School's policy and can be clearly articulated
- Be an excellent role model to all teaching staff
- Actively participate in the selection, induction and mentoring of new Faculty staff
- Hold regular Faculty meetings to communicate directions and intent from Executive and HoF meetings to staff
- Provide specific Faculty guidelines for reporting in SEQTA and ensure that staff report consistently within those guidelines
- Mentor practicum student teacher whilst on placement

#### **4. Administration**

- Prepare and administer annual department budget, working within the budget as finalised by the Business Manager
- Plan and prepare for replacement of capital items over the long term
- Where applicable, manage accurate stock records and assist with maintenance of the Faculty Assets Register
- Maintain adequate stationery supplies for allocated staff members.
- Advise Business Manager of any furniture and facilities requirements
- Oversee teaching and learning area in SEQTA by supporting Faculty teachers to maintain their subject areas in SEQTA
- Address any Occupational, Health and Safety matters and requirements of the department and refer where necessary
- Attendance at relevant meetings and functions
- Provide feedback to relevant senior management on timetable and day to day matters
- Display exemplary yard duty practices to provide role modelling to other staff
- Encourage involvement and actively participate in daily organisation at a whole school level
- Liaise with the Head of Student Diversity to ensure all student Individual Learning Plans are current

#### **5. Teaching Commitment**

- Model and regularly exhibit evidence of improving teacher practices in line with the Seven Australian Professional Standards for Teachers
- Demonstrated support for the decisions of Executive
- Be actively involved in the School's co-curricular activities
- Be aware of and actively supportive the School's Pastoral Care events
- Work with other Heads of Faculty to share and explore cross curricular ideas
- Committed to improving own teaching skills and leadership through Professional Development including ongoing maintenance of own Teacher Accreditation with NESAs

#### **6. Role Specific Duties:**

- Co-ordinate and organise activities to promote and engage students in faculty specific activities in conjunction with Faculty staff

#### **7. Other**

- Represent the School at Open Days, Tour Opportunities, Subject Information Evenings and other major events as required
- Related duties as required by the Principal, Deputy Principal and Head of Teaching and Learning

#### **KEY SELECTION CRITERIA**

- Support the Christian ethos of the School
- Demonstrated skill level in teaching areas
- A demonstrated ability to work well with students and colleagues individually and also in a team environment
- A demonstrated ability to develop work programs
- A demonstrated ability to lead and develop a team
- A demonstrated ability to initiate innovative learning opportunities for students
- Demonstrated ability to recognise the importance of Professional Development for self and others

## CHILD SAFE

The School recognises its legal and moral obligations with respect to the protection of children. The following procedures are in place for all staff.

- Applicants are advised that before completing an application it is essential that they have read carefully the child safety policies and procedures on the website.
- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the NSW Office of the Children's Guardian.
- Before an applicant is offered a position the interviewer makes contact with the applicant's Referees
- Following a satisfactory referee check the applicant is offered the position subject to:
  - a) Completing and returning the working with children checks
  - b) A satisfactory outcome being obtained by the School

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child protection legislation.

## REGISTRATION

Teachers who have not taught in NSW must apply for registration through NSW Education Standards Authority (NESA). Those registered with other states can transfer their registration to NSW.

Scott Downward  
**Principal**

November 2023

*This Position Description is a guide only and is not intended to be an exhaustive list of duties.*