POSITION DESCRIPTION

POSITION:    Head of Department – Health and Physical Education

POSITION STATUS: Full time, 3-year tenured appointment as Head of Department. Ongoing teaching role

KEY RELATIONSHIPS: This position reports to the Director of Teaching & Learning in the first instance. All positions at the School ultimately report to the Principal.

PRIMARY FOCUS: To lead the Health/PE department with enthusiasm and energy whilst modelling exceptional teaching practice. The Head of Department will be well qualified and experienced in managing and teaching in their area of specialty.

DATE: July, 2017

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)

COMMITMENT TO CHILD SAFETY
All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.
STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – Managing the risk of child abuse in Schools”. The CGGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR HEADS OF DEPARTMENT

The Head of Health/PE must ensure that at all times their students have a child safe learning environment. Each and every interaction that a Head of Department has with a student will be conducted with child safe standards in mind, having understanding of the CGGS child safe policies and procedures. This specifically relates to all student interactions in the classroom, outdoors, excursions, incursions, co-curricular lessons and events, School carnivals, School camps, and parent involvement activities.

THE ROLE

The Head of Health/PE is responsible for providing strong leadership and direction to the CGGS Health and PE department. The Head of Health/PE models exemplary teaching and innovation within the Department. The position is responsible for:

- supporting and encouraging learning through the curriculum for year levels 7-10 and the VCE Health/PE program
- overseeing the administrative aspects of the Health/PE program
- providing leadership and professional learning to a team of educators managing the School’s Health/PE Program
- overseeing all aspects of regular school events

The responsibilities of the Head of Health/PE are both strategic and collaborative in nature. It is the responsibility of the Head of Health/PE to keep the Principal informed of all Health/PE events held within and outside the school.

The Head of Health/PE is a member of the Senior School's Heads of Department group and is a high profile member of the School community. All staff with leadership positions at CGGS may be required to work outside of term time as requested by the Principal.

KEY INTERNAL CONNECTIONS

Reporting directly to:
- Director of Teaching & Learning

Direct reports:
- Health/PE staff
- Food studies staff

Associated Relationships
- Principal
- Deputy Principal/Head of Senior School
- Deputy Head of Senior School – Student Wellbeing
- Head of Junior School
- Director of Professional Learning and Partnerships
KEY DUTIES & RESPONSIBILITIES

1. Leadership
- Implement a strategic vision for creative contemporary Health/PE education (including Food Studies) that will prepare our students for their futures and align with the CGGS Strategic Plan.
- Lead the development of innovative curriculum within the department with emphasis on design thinking and the utilization of relevant feedback built on an evidence based approach, utilising an Understanding by Design™ framework.
- Lead, collaborate with and coordinate the Department’s teaching staff, including orientation, support and review.
- Ensure a collaborative working focus and environment within the department and other areas of the School.
- Engage and develop partnerships to enhance student opportunities.
- Manage and implement the Deakin Coordinate Program in conjunction with HR Director and Head of Professional Learning and Partnerships.
- Facilitate appropriate consultation, including convening and chairing departmental meetings.
- Attend HOD meetings and contribute to School policy and program development.
- Conduct regular reviews of curriculum as well as teaching and learning programs using multiple sources of evidence, student and parent feedback and current research.
- Take a lead role in school-related duties such as staff meetings, parent-teacher meetings, events, excursions, assemblies and services, Open Day etc.
- Work with the Director of Teaching & Learning and the Finance Manager to prepare and manage departmental budgets, and the purchasing and management of resources and facilities.
- Support the Health/PE department to comply with existing and new legislative, administrative, organisational and professional responsibilities.
- Support the Head of Sport to deliver programs and curriculum that supports the success of GSV Sport.
- Support the Head of Sport in establishing talent identification programs within PE, to support the success of GSV Sport.
- Professional Development of department staff.

2. Curriculum, Assessment and Resource Development
- Contribute to whole school curriculum development discussions.
- Develop, implement, monitor and evaluate curriculum programs and innovations within the Department ensuring compliance with the Victorian Curriculum, VCE and CGGS Strategic Plan.
- Ensure learning assessments are relevant, equitable, communicated to key stakeholders, and used formatively to extend each student’s growth in personal learning.
- Collaboratively plan activities, excursions, competitions, resources, assessment and other relevant matters within the Department.
- Develop programs that support equitable ongoing participation of indigenous and culturally and linguistically diverse students.
- LMS, SEQTA responsibility to ensure updated with all resources as necessary for department.

3. Teaching
- Develop and implement programs that improve student learning and teaching and encourage staff to use contemporary teaching methodologies.
• Model exemplary teaching, assessment and reporting practices
• Utilise differentiation strategies and assessments to cater for individual learning needs
• Use digital technology to support contemporary teaching practices and foster engaged learning
• Ensure teaching is grounded in educational research in best practice.

4. Professional Learning
• Demonstrate enthusiasm and commitment to professional learning growth through reflection, collaboration and innovation
• Collaborate with the Director of Professional Learning and Partnerships
• Prepare and implement a departmental professional learning plan in accordance with School priorities, AITSL Professional Standards, and the individual professional learning needs of the staff
• Initiate collaborative professional relationships, engage in research and provide quality opportunities for pre-service teachers
• Initiate and engage in professional dialogue about improving student learning outcomes
• Maintain external professional networks
• Mentoring staff members as required

5. General Teaching staff expectations
• Participate in the school review process in order to continuously improve teaching knowledge and practice.
• Active involvement in wellbeing programs, being sensitive to students experiencing personal, social, or organizational concerns and liaise with relevant colleagues
• Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Days, excursions, assemblies and services
• Active involvement in the School’s extensive co-curricular program
• Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
• Supervise pre-service teachers as required

6. Other duties as directed appropriate to this position

KEY PERSONAL ATTRIBUTES
• Exhibit a love of teaching and a passion for girls’ education
• Loyalty and commitment to the School, students and staff
• Department and staff management experience
• The ability to be discreet and maintain confidentiality
• A proven aptitude for the use of digital learning technologies
• Commitment to valuing each student’s individuality and catering for their personal needs in learning
• Proven ability to work collaboratively
• High level interpersonal and communication skills
• Well-developed skills of time management, organisation and initiative
• Commitment to Professional Learning and delivering best practice
• Resilience, sound judgment and problem solving skills

QUALIFICATIONS
Essential Criteria:
• Relevant tertiary qualifications within the fields of Heath/PE and education
• Experience in teaching VCE Health/PE subjects
• VIT Registration
• First Aid qualification (HLTAID003)
• CPR qualification (HLTAID001)
• Anaphylaxis Awareness & Management (compliant with Ministerial Order 706)
• Asthma qualification
• Mandatory Reporting qualifications
• Disability Standards for Education qualifications
• Model a healthy and active lifestyle

Desirable Criteria:
• Post graduate qualifications

PROFESSIONAL EXPECTATIONS
All staff at CGGS are expected to:
• Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards – Managing the risk of child abuse in schools” and CGGS Child Safety Code of Conduct
• Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
• Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
• Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
• Work safely and report any hazards in accordance with school procedures
• Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
• Attend staff meeting/s as scheduled each term
• Meet expectations as set out in the CGGS Staff Handbook

OTHER INFORMATION
1. The position of Head of Health/PE is classified as a Leadership position and attracts a Leadership Allowance. There is a teaching component to this role.
2. CGGS is currently considering the possibility of this position assuming responsibility for Health/PE across the entire School from Foundation to Year 12.

Expressions of Interest:
Applications
All applications should include the names of 3 referees and be sent via email to:
   Erin Colwell / Fiona Lear
   Director of Human Resources
   hrdirector@cggs.vic.edu.au

Closing Date:
Sunday 30 July 2017 at 5:00pm

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.