

HEAD OF DEPARTMENT YEARS 7-10

1. PURPOSE OF THE ROLE

The Head of Department is a member of the 7-10 Curriculum Team. Heads of Department carry the primary responsibility for the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student.

The Head of Department exercises leadership and management of their Department, which is responsible for the development, and implementation of a particular aspect of the College's curriculum and the promotion of excellence in teaching and learning.

As the leader of a particular Department, the Head of Department has delegated responsibility from the Principal for the development and articulation of the Department Vision, in line with the College's Mission and Vision. The Head of Department is expected to ensure that the College Mission and Vision are effectively integrated within the courses and classroom management practices within their Department.

2. LINE OF RESPONSIBILITY

As the delegated leader of a Department Team in the College, the Head of Department is responsible to the Coordinator of Teaching and Learning 7-10 and accountable to the Director of Teaching and Learning K-10 and in turn the College Deputy Principal and Principal.

The Head of the Department will exercise effective team leadership for the development and support of a cohesive and efficient Department Team.

3. EXPRESSION OF THE MISSION OF THE COLLEGE & SALESIAN ETHOS

The Head of Department 7-10 will:

- Be familiar with the Don Bosco story and use this story and its contemporary meaning in day-to-day professional experiences.
- Know the Catholic and Salesian values and actively infuse these in all situations within the College community.
- Understand and implement the fundamentals of the Salesian Preventive system.
- Establish strong supportive relationships with members of the College community within clear boundaries.
- Support the religious and spiritual life and activities of the College and contribute to these where ever possible.
- Demonstrate behaviours of service, care and loving kindness towards students, teachers, parents and colleagues.

- Adopt an attitude of cheerfulness and positive outlook with the College community.

4. ROLE ACCOUNTABILITIES

The Head of Department 7-10 will:

4.1 Develop and contribute to a climate of excellence.

- Encourages a culture of personal excellence in student academic performance through the collaborative relationships between teachers, students and parents and the promotion of an effective climate of quality teaching and learning.

4.2 Develop a vision for the Department aligned to the College Mission.

- Promotes and fosters an understanding of and commitment to the College Mission.
- Ensures that Curriculum programs are compatible with the Mission.
- Ensures that Catholic and Salesian perspectives and initiatives are incorporated into Subject Programs as appropriate.
- Collaborates with the Coordinator of Teaching and Learning 7-10 to develop and maintain academic standards.
- Collaborates with the members of the Department Team in the development and articulation of a Department Vision, Goals and Strategies for the operation of that Team.
- Ensures that the members of the Department Team have opportunities to develop an understanding of their Department Vision.
- Shares the Department Vision with colleagues on the 7-10 Curriculum Team in order to work collectively for a consistency of expectation of students and teachers across all Departments.

4.3 Undertake Curriculum Leadership in regard to the teaching and learning that occurs within the Department.

- Leads the Department Team in the development, implementation and evaluation of policies and programs.
- Monitors the implementation of effective programs.
- Maintains Department documentation and records.
- Promotes and models classroom strategies that enhance student learning.
- Monitors students' academic progress and achievement within Department.
- Provides regular feedback to staff regarding their class programs.
- Attends 7-10 Curriculum Team Meetings and contributes to the Curriculum Team and curriculum decision-making.
- Liaises with other members of Department teams and with the 7-10 Pastoral Team when appropriate.
- Ensures effective management systems of curriculum based activities and events within the Department.
- Oversees the system for Assessment & Reporting in the Department.
- Consults with Department staff re Report procedures.

- Informs staff of requirements regarding Assessment & Reporting and monitors implementation.
- Maintains record-keeping systems which provide records of student achievement and distribution of Awards.
- Oversees the Department's systems for communication with parents re student progress within the Policy of the College.
- Liaises with members of the 7-10 Pastoral Team re students.
- Conducts interviews with students and supports staff in behaviour management of students.
- Responds to parent queries and complaints in an appropriate manner.
- Recommends class allocation of staff.
- Provides leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies and visits the Department members' classrooms.
- Works in collaboration with Learning Support to ensure that teachers have appropriate support for students with special needs and particular gifts and talents so that these students are appropriately identified, supported and challenged.
- Implements effective practices within the Department for the regular monitoring of student progress and academic standards.
- Ensures that the members of the Department Team are aware of, and compliant with, all College requirements in regard to course delivery, assessment tasks, assessment criteria and accurate record keeping.
- Works closely with the Coordinator of Teaching and Learning 7-10 in development of the College's Curriculum Policies.
- Oversees the follow-up of students' results by subject teachers and ensures that students are given the opportunity to improve themselves academically and have ample opportunities to achieve the desired outcomes of the course.
- Leads the Department in the implementation of the ongoing collaborative review of Departmental programmes and practices.
- Oversees the courses offered within the Department in regard to the provision of appropriate academic challenge for each student.
- Ensures that student reports reflect College Policy and program outcomes.
- Works closely with the College Librarian to ensure that the Department has access to appropriate information resources.
- Oversees the promotion of the Department in the broader College community.

4.4 Undertake Management and Administration in relation to the operation of the Department and the effective support and supervision of Team members.

- Ensures that all new Department staff members are inducted into the vision, policies and procedures of the Department.
- Works with all Department staff members to ensure that they are informed about subject specific developments and changes.
- Meets with each member of the Department so they can develop and implement their own professional development plan.
- Checks the Department staff members' use of scope and sequence and use of programmes and for the recording of accurate information.
- Checks the accuracy and appropriateness of the Department staff members' Reports.

- Collaborates with all Department staff members to ensure that they are adequately supported in the development and implementation of effective pedagogy and classroom management practices.
- Facilitates regular Department meetings.
- Participates in the College budget process to ensure that the Department needs are appropriately represented to allow for regular upgrading of resources.
- Ensure that appropriate booklists and stationery lists are developed for each subject in line with Department and College policy.
- Oversees and assists with a stock take of the Department resources.
- Contributes to the process of allocating students and teachers to classes where appropriate.
- Participates in the selection process for the appointment of new Department staff members as required.
- Oversees departmental excursions, field trips, external bookings and the use of guest speakers.
- Ensures that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices and therefore liaise with the Coordinator of Teaching and Learning 7-10 and the Principal in relation to course viability.
- Assists the Coordinator of Teaching and Learning 7-10 in the process of placement of students in the most appropriate classes.
- Ensures that health and safety requirements and practices are met by overseeing the safe, clean and tidy work practices, equipment, materials for students.
- Supervises the work of any ancillary staff and oversees specific requisitioning and maintenance of equipment which support student learning.
- Prepares, where applicable, submissions for targeted funding and the subsequent accountability reporting in consultation with other relevant stakeholders in the College.
- Assists in ensuring that all department activities comply with relevant statutory requirements e.g. OH & S.
- Manages the Department Budget and ensures adequate resources available to staff.

4.5 *Undertake management and administration duties in relation to the effective operation of the Department and the effective support and supervision of Team members.*

- Liaises with members of the College Leadership Team regarding the recruitment and selection of new staff.
- Provides induction for new members of the Department Team.
- Mentors beginning teachers.
- Supports the student teacher program.
- Affirms staff achievements.
- Provides assistance and professional advice re teaching and learning for staff.
- Identifies, promotes and evaluates professional learning opportunities for self and members of the team.
- Informs staff of available professional resources.
- Monitors performance of staff and promptly addresses concerns should they arise.

- Liaises with the Coordinator of Teaching and Learning 7-10 re professional learning needs for team members.
- Monitors well-being of team members and initiates conflict resolution when necessary.
- Liaises with the Coordinator of Teaching and Learning 7-10 to develop conflict resolution strategies.

4.6 Provide leadership and support to staff in their Professional Learning

- Promotes professional learning opportunities for Department Staff.
- Ensures staff have opportunities to share their professional learning insights with other department members.
- Ensures all Department Staff access appropriate and relevant Professional Development to keep abreast of educational changes.

4.7 Model and foster collaborative and personal leadership within the College community.

- Models effective interpersonal communication skills, including the skills of effective listening, conflict resolution, negotiation, mediation, and constructive feedback.
- Contributes effectively to the strategic thinking of the 7-10 Curriculum Team and to their identification, analysis and response to curriculum issues.
- Implements decisions of the Principal, College Leadership and Curriculum Teams, specific to the role and to the cohesive functioning of the College.
- Influences the development of school curriculum and the co-curricular program by contributing to educational discussion and debate.
- Seeks professional development opportunities so as to be competent and confident in the role and familiar with current discussion and debate.
- Is a member of, and networks with, relevant professional bodies.
- Participates as a member of 7-10 Curriculum Team in College functions, undertaking the responsibilities delegated during such functions.
- Undertakes other duties as specified and delegated by the College Principal.
- Is loyal to the College Principal, College Leadership Team and other Management Teams.

5. SUPERVISION AND APPRAISAL RESPONSIBILITIES

The Head of Department supervises the teaching work of the 7-10 faculty Teachers. They will be involved in formative and summative appraisal processes in the College Appraisal Policy.

6. STANDING MEETINGS

The Head of Faculty 7-10 has:

- 7-10 Curriculum Team Meetings.
- Individual meetings with the 7-10 Curriculum Coordinator.
- Individual meetings with members of their faculty.

7. BUDGET MANAGEMENT

The Head of Department is responsible to the Coordinator of Teaching & Learning 7-10 for developing and monitoring their Department Budget expenditure. They submit budget requests as part of the annual budget development.

8. CLASSIFICATION LEVEL

Permanent, full time \$64,827 to \$97,763

Allowance: \$8,500.00

Minimum Time Release: 6 hours

July 2019

