



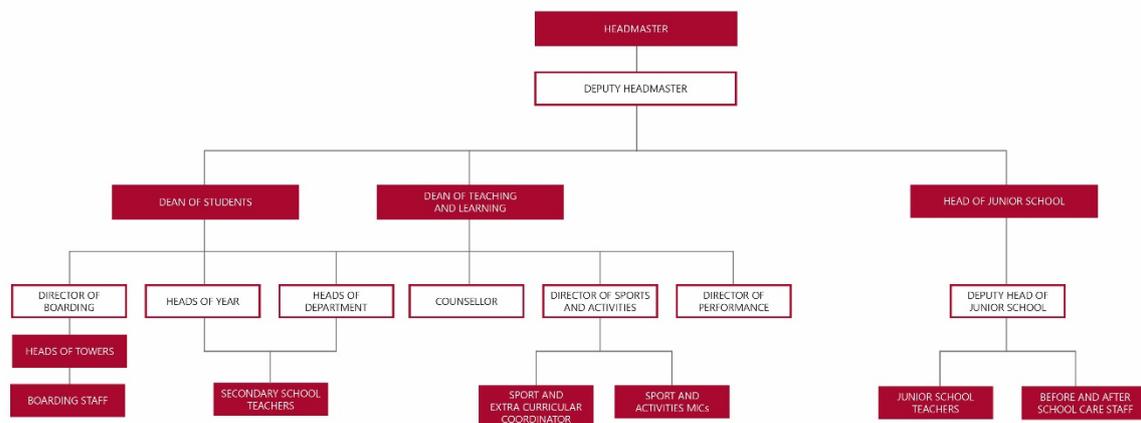
HEAD OF DEPARTMENT – HPE POSITION DESCRIPTION

VALUES AT IPSWICH GRAMMAR SCHOOL

Our school motto is Labore Et Honore – By this we mean that we will achieve success by working hard and behaving honourably. Ipswich Grammar School prides itself on the three core values of Belonging, Honour and Resilience. The historic School is committed to ensuring exceptional outcomes for our boys in academic achievements, artistic development and sporting endeavours.

ORGANISATIONAL STRUCTURE

IPSWICH GRAMMAR SCHOOL
ACADEMIC STAFF ORGANISATIONAL CHART



ROLE OF HEAD OF DEPARTMENT

Heads of Department are appointed by the Headmaster/CEO to a position of responsibility for the co-ordination of all duties associated with the teaching of subject areas within a Department. They will report to the Dean of Teaching & Learning / Deputy Headmaster and are accountable to the Headmaster/CEO.



Heads of Department focus on curriculum and pedagogical leadership – participating in the development of a vision for learning, promoting a supportive and responsive learning culture and interacting with students, parents, teachers and the community. Heads of Department effectively utilise the human, financial, facilities and curriculum resources of the School to promote the achievement of the best educational outcomes for every student.

The duties of the Head of Department cover the following key areas:

1. Curriculum Leadership
2. Leadership in the teaching/learning process
3. Outdoor Education
4. Faculty Management
5. Data Analysis

CURRICULUM

The Head of Department is responsible for:

- Development of curriculum programmes;
- Provision of quality programmes that deliver outcomes for every student;
- Nurturing of a positive learning environment founded on quality pedagogy; and
- Planning of an implementation of new learning technologies, initiatives and priorities in programme development.

LEADERSHIP IN TEACHING-LEARNING PROCESS

The Head of Department will be required to:

- Model quality teaching practice, lead and motivate others in the pursuit of excellence in the classroom;
- Provide advice and support to teachers in their planning and preparation in relation to a variety of teaching strategies and resources;
- Implement effective staff in-service and professional development in response to new curriculum trends, theories and teacher-learning pedagogy;
- Demonstrate positive interpersonal relationships with students;
- Encourage the collaborative development of teaching/learning resources; and
- Use data to inform best practice within the HPE Department.



FACULTY MANAGEMENT

The Head of Department will ensure that:

- The department/faculty successfully meets the standards, requirements, conditions and expectations of outside agencies e.g. government panels, ISQ etc. so they translate in programmes of study and assessment functions;
- Resource needs are determined and that the Department's annual budget proposals are prepared; and
- The processes and responsibilities related to the QCAA are managed appropriately.

OUTDOOR EDUCATION

1. Planning and Coordination of Secondary Outdoor Education programs;
2. Documenting programs and processes for each camp, including comprehensive risk management documentation;
3. Communication to students and parents all relevant information regarding the purpose, outcomes and practical requirements of the Outdoor Education program;
4. Supporting Heads of Year and the Dean of Students in the planning and preparation for Outdoor Education and Adventure experiences
5. Ensuring that all health and safety requirements are implemented for each camp;
6. Managing any academic and support staff on each camp to ensure the safe and effective running of the program; and
7. Conduct any necessary training with students and accompanying staff.

PROFESSIONAL CONTRIBUTION TO AN AGENDA FOR EXCELLENCE

The Head of Department will:

- Participate actively in conferences, working parties, committees, state/district panels and like bodies whenever possible;
- Demonstrate support for all staff and students with effective liaison with the School's Leadership Team; and
- Participate proactively in whole school professional development, showing leadership and ability to implement change.



ACCOUNTABILITY

The Head of Department will:

- Demonstrate curriculum leadership initiatives with respect to current best practice;
- Ensure the maintenance of student records to meet the necessary statutory requirements of the QCAA;
- To develop a departmental budget including proactive and implementation strategies for improvement to the department;
- Be a subject area expert in Health and Physical Education;
- Take a lead in educating staff in the analysis and evaluation of available data;
- Attend Academic Forums and be the official spokesperson for the Physical Education faculty in the School;
- Ensure all staff within the department have professional development;
- Assist in the recruitment, selection and training of all department staff to meet the necessary academic needs;
- Develop effective communication structures within and across department structures;
- Maintain a high standard of pedagogical practice and be an active contributor to whole school learning outcomes; and
- Demonstrate a high level of professional behaviour and relationship with the parents and the School Community

GENERAL RESPONSIBILITIES

The Head of HPE is responsible for:

- The Leadership and management of all HPE subjects and staff;
- Developing and implementing innovative learning programs, which will motivate students;
- Effective management of a team of professionals and ensuring staff maintain a high level of knowledge and teaching skills; and
- Ensuring all learning programs both challenge students and support those who have particular needs.

As well as the above key areas, Heads of Department will also fulfill the roles and responsibilities of a classroom teacher where applicable and any other additional duties as required by the Headmaster to support the school.



KEY SELECTION CRITERIA

- SC1** Exemplary teaching practice and the ability to lead and motivate staff
- SC2** A special interest and knowledge of boys' education
- SC3** High level curriculum and assessment knowledge
- SC4** Demonstrated experience and capacity in relation to Outdoor Education and Adventure Programs
- SC5** Awareness of the special requirements for boys in a boarding situation
- SC6** Demonstrated high level of interpersonal skills including communication, leadership and people management capacities
- SC7** A proven capacity to work as part of a team in a school environment and contribute to the wider life of the School Community

As a condition of employment all teaching staff are to provide evidence of their current registration with Queensland College of Teachers. Teachers are required to maintain their renewal of registration with the Queensland College of Teachers for the duration of employment.

All employees recognise and accept that multi skilling is an essential component of the School and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability. All employees are bound by the requirements of the School's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.