



## **POSITION DESCRIPTION**

### **Head of Learning Department Technologies (Years 7 – 12)**

#### **JOB TITLE**

Head of Learning Department – Technologies (Years 7 – 12)

#### **CLASSIFICATION**

Remuneration and conditions will be commensurate with experience and qualifications, informed by the Queensland Lutheran Schools Single Enterprise Agreement 2016.

#### **ROLE DESCRIPTION**

The Head of Learning Department is the leader of academic learning across this Key Learning Area in (Year 7-12) and a member of the Learning Leadership Team. Along with the Director of Learning Pathways and Destinations, the Heads of Middle and Senior School, the Director of Student Development and other curriculum leaders in the College the Head of Learning Department has responsibility for the academic learning (staff and students) at St Andrews.

The Head of Learning Department has oversight of the design and enactment of a contemporary academic curriculum that provides opportunity for a diversity of learners to develop their God given talents to enrich and thrive in a rapidly changing world. This includes the development of teaching staff to promote collaborative practices, creativity and agency in all learners (staff and students) at St Andrews.

#### **ORGANISATIONAL RELATIONSHIP**

The Head of Learning Department is responsible to the Principal through the Deputy Principal/Head of Secondary School and/or the Director of Learning Pathways and Destinations or Heads of Middle School/Senior School (Line Managers), for the leadership, organisation and supervision of the work of teachers and students in the learning area. The Head of Department is a Position of Added Responsibility (PAR), above and beyond the role of a classroom teacher. In the third year of the contract Heads of Learning Department shall cyclically undergo a 360 appraisal and performance review for professional development purposes.

As the College continues to grow the roles and responsibilities of the members of the Leadership Team may be redefined through negotiation.

#### **ROLE: SPECIFIC EXPECTATIONS (Head of Technologies)**

##### **The Head of Technologies is expected to:**

- Demonstrate innovative and dynamic leadership; excellent communication and the ability to leverage emerging technologies to support innovative and entrepreneurial approaches to curricular and co-curricular learning programs.
- Provide curriculum leadership and deliver quality learning and teaching programs across all technologies areas while promoting an environment of active, creative and positive learning which encourages students to pursue excellence and innovative practices.
- Motivate, challenge and inspire individual staff commitment, while identifying strengths and areas of opportunity for growth to meet emerging needs across the Technologies areas and wider curriculum offerings by modelling a commitment to preparing students for future success through creativity, collaboration, critical thinking and a strengths-based approach.

- Take a lead role in building student and staff capacity and lead the process of designing, developing, and implementing instructional content, courses and projects that enrich teaching and learning (curricular and co-curricular) programs that encourage 'next best practices' and student outcomes.
- Supported by other senior staff and the IT Manager develop and enact the Technologies Vision and Strategic Plan in line with the College's Strategic Plan.
- Specialise in and teach in one or more Technologies areas.

#### **Current Subject Offerings**

**General Syllabuses:** Design, Digital Solutions, Engineering with intention to introduce Food and Nutrition.

**Applied Syllabuses:** Hospitality Practices, Industrial Technology Skills with the intention to introduce Building and Construction Skills and Fashion Skills.

### **LEADERSHIP POSITION EXPECTATIONS**

As a leader within a Christian school it is expected that all Heads of Learning Departments model professional practices and foster a whole of school approach to learning consistent with the College's Mission, Vision and Learning and Teaching Framework and Lutheran Education Australia's Growing Deep Framework. The enactment of the Strategic Plan through aligned departmental action plans and the measurable progress towards these goals are key performance indicators for the Heads of Learning Departments. Meeting all internal and external (QCAA and ACARA) requirements for learning and accreditation purposes are also requirements of this position.

The following list of duties and responsibilities is intended to assist Heads of Learning Departments to reach an understanding of the nature and extent of their role. It is also useful for self-evaluation.

### **STRENGTHENING LUTHERAN IDENTITY**

As a leader in a Lutheran School the Head of Learning Department is expected to work towards strengthening our Lutheran identity. This means they are expected to:

- Be committed to promoting and celebrating the Gospel in keeping with the ministry and mission of St Andrews Lutheran College and Lutheran ethos.
- Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff devotions and retreats.
- Ensure that Christian Worldviews are an essential part of the curriculum.
- Support the Lutheran ethos of the College.

### **ENHANCING EXCELLENCE IN LEARNING AND TEACHING**

As a leader of academic learning in the College the Head of Learning Department is expected to work with other key leaders to promote excellence in teaching and learning. This means they are expected to:

- Place learning at the centre of operational planning to ensure that there is a diverse and flexible curriculum that is supported by creative, responsive approaches to teaching and learning together with an effective learning environment that aims to optimise student learning.
- Oversee curriculum planning, assessment and reporting; meeting and reporting to QCAA requirements.
- Enhance the student ownership and directing of their learning, ensuring that there is student voice in the direction, review and enhancement of student learning outcomes.
- Support the professional development of staff in conjunction with the Director of Learning and Destinations, the Heads of Middle and Senior School, the Director of Student Wellbeing and Development and other curriculum leaders with a particular focus on innovative, futures-focused pedagogical development. This includes the enhancement of the capacity to use formative and summative assessment in the personalisation of learning.
- Use and coach teachers to use, formal and informal data to monitor and plan for effective, personalised teaching and learning across the College. This includes the use of external data generated by NAPLAN and other standardised measures longitudinally to track and enhance the learning outcomes of individual students and cohorts.

- Foster an encouraging and challenging learning environment that focuses on the development of the whole person across the Strategic Priorities for learning.
- As a classroom teacher model high levels of pedagogical expertise, collaboration and teamwork in the enhancement of student outcomes.
- Actively support the co-curricular programs of the College and the holistic development of students.

### **ENGAGE IN ONGOING IMPROVEMENT AND INNOVATION**

As a leader of academic learning in the College the Head of Learning Department is expected to lead the growth of a culture of continual improvement and thinking that places high value on academic learning. This means they are expected to:

- Engage in ongoing learning and development and model ongoing growth and continuous improvement in the academic, spiritual and wellbeing dimensions of holistic learning. Be engaged with latest research associated with effective teaching and learning.
- Produce and implement clear departmental improvement plans for the development of curriculum with a particular focus on strategic priorities, cross curriculum priorities and external requirements (QCAA/ACARA).
- Enhance an effective culture of continuous improvement in your department area with goals that are in alignment with the College's Learning and Teaching Framework and Strategic Priorities. This includes coaching of teaching staff and the support of teacher engagement in reflection, collaborative planning, monitoring and review in your department.
- Grow the capacity of teachers and oversee peer coaching and collaborative practices in and across department areas.

### **COMMUNITY BUILDING**

The Head of Learning Department is expected to build and enhance community through collaborative and servant leadership. This means they are expected to:

- Develop and maintain positive partnerships and collaboration with colleagues, students, parents, carers and the wider community.
- Promote and value the College as a positive, caring and effective learning community within the broader community.
- Nurture positive culture and practices in the department to support student learning and adapting to change. This could include developing new elective subjects.
- Professionally enhance, encourage and support the other members of the Learning Leadership Team to ultimately enhance student learning outcomes and wellbeing.
- Be responsible for their own health and safety and for the health and safety of persons around them.
- Comply with all statutory health and safety rules applying to the position.
- Investigate areas of concern, problem-solve and in collaboration with the Principal initiate policies and action to enhance the educational and spiritual mission of the College.
- Maintain harmonious relationships and resolve conflict through following the College's Restorative Practices.
- Build partnerships with other learning agencies including QCAA, LEQ, universities, industry partners in the field and professional education networks.

### **EFFECTIVE ORGANISATION AND MANAGEMENT**

The Head of Learning Department is expected to exercise effective management and administration to facilitate the educational process. This means they are expected to:

- Model effective leadership and organisation.
- Write or to support staff to co-develop curriculum, and oversee the writing of work programs for accreditation by the QCAA and the Non-State Schools Accreditation Board.
- Oversee effective, fair and valid assessment, moderation and reporting procedures in keeping with College policies and external agencies requirements (QCAA).
- Be aware and to inform teachers of any requirements or procedures of the QCAA relevant to the Department.

- Carry out a regular evaluation of work programs of subjects in the Department and to reframe them as necessary.
- Be responsible to the Director for Learning Pathways and Destinations for: internal moderation to ensure comparable standards of testing and marking; dates of assessment and subject excursions; ensuring that adequate information is provided to the QCAA at the times of certification and monitoring.
- Support and to adopt collaborative and effective teaching practices which promote active, purposeful, contemporary learning experiences consistent with College priorities and current research into enhancing student outcomes.
- Support differentiated practices that focus on personalised learning enhancement, extension and targeted intervention based on student achievement.
- Ensure that all compliance requirements are met in relation to teaching and learning in your department area.
- Liaise with key Junior and Middle School colleagues to ensure continuity of curriculum across College.
- Prepare budget submissions and make recommendations for resourcing in line with College and departmental priorities and learning.
- Manage an approved budget and prioritise expenditure to maximise learning.
- Monitor the performances of students in the subject area and report using data to or address any areas of concern raised by the Principal, Deputy Principal/Head of Secondary School or Director of Learning and Destinations.
- Respond to and Investigate areas of concern (expressed by parents, students or staff), problem-solve and in collaboration with the Deputy Principal and/or Principal initiate action to enhance the educational and spiritual mission of the College.

#### **WORKPLACE HEALTH AND SAFETY**

Specific duties include:

- Setting the example for all employees to follow and implement the concepts of workplace health and safety.
- Discussing the safety aspects of all operations with their employees and ensuring that employees understand that health and safety is important to themselves and to the School.
- Ensuring that safety is included in all employees' induction and job training sessions and ensuring that no employee is required to undertake a task without adequate safety instructions and job specific training.
- Ensuring that managers under their delegation are aware of their workplace health and safety responsibilities and follow procedures that are established for health and safety e.g. excursions procedure.
- Responding to all employee safety suggestions and taking appropriate action to correct any sub-standard conditions, or reporting to the Principal items beyond their authority to remedy.
- Ensuring the highest possible standard of housekeeping is maintained throughout their area of control.
- Applying disciplinary practice when employees or students fail to discharge their health and safety requirements.
- Being familiar with legal and school requirements applicable to the health and safety of the workers for whom they are accountable, and to operate within the terms of these requirements;
- Ensuring that all workers under their control are aware of the location of first aid facilities, fire protection facilities, evacuation procedures and other emergency procedures.

#### **APPLICATION PROCESS**

Applicants should address each of the selection criteria in writing, providing (as a single pdf) a short resume, covering letter and the names and contact details of three professional referees, at least one of whom should be a Line Manager or similar of a current employer.

Applications should be emailed to: [employment@salc.qld.edu.au](mailto:employment@salc.qld.edu.au).

The Position Title should be included in the Subject Line of your application email.

The successful candidate will be chosen through a process of interview of shortlisted applicants.

#### **ADDITIONAL INFORMATION**

Further information about the College can be accessed at [www.salc.qld.edu.au](http://www.salc.qld.edu.au).

Applications for this position close at **3pm on Tuesday, 4 September 2018.**