



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

The Head of Department – Drama (Years 7-12)

Position Description

This is a permanent full-time position commencing 21 January 2019.

About Us

Somerville House, a day and boarding school for girls established in 1899, is a landmark in girls' education, providing exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a member of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

The role of Head of Department – Drama is an important middle management position, with particular responsibilities for the development of curriculum from Years 7 -12. The Head of Department – Drama, is expected to develop and maintain excellent professional relationships with staff and parents, and exemplify outstanding professionalism.

The Role

This is a permanent, full-time position. The Head of Department – Drama will have a particular responsibility for the co-ordination and oversight to ensure that an effective academic program is provided for Years 7 to 12.

In line with the National Standards for Teachers, the Head of Department – Drama, will demonstrate the professional knowledge, practice and engagement of a Highly Accomplished or Lead Teacher.

Reporting Relationships

The Head of Department – Drama reports to the Dean of Teaching, Learning and Innovation, and the Principal thereafter. The Heads of School have overall responsibility for strategic curriculum development.

Working Arrangements

Terms and Conditions: PMSA Enterprise Agreement 2017, as varied or amended from time-to-time

Classification Level: HOD 3

Teaching Responsibilities: The position has a teaching allocation consistent with the PMSA Enterprise Agreement and attendance at all combined and relevant sub-School assemblies and chapels is a requirement.

All Somerville House employees must hold a strong commitment to independent schooling in a Christian context, and be willing to contribute to the wider-school program and co-curricular activities as appropriate.

Workplace Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and safety Act 2011 and the workplace, health and safety requirements of Somerville House, and not act in an unsafe manner.

Responsibilities

Curriculum

In co-operation with other teachers within the department, the Head of Department – Drama (Years 7 – 12) has the responsibility to ensure that an effective academic program is provided. The Head of Department is responsible for:

- Co-ordinating the preparation and implementation of approved courses of study, satisfying all School requirements as to their form, substance and timeliness
- Ensuring that appropriate criteria and standards are set within the assessment program, and that students receive detailed information about them, and guidance in achieving them
- Liaising with the Learning Enhancement and Extension and Enrichment teachers, to develop a range of strategies which ensure that both the less able and the gifted and talented students are helped to achieve their full potential
- Liaising, as necessary, with staff of the Junior, Middle and Senior Schools to achieve curriculum continuity and a smooth transition from each level; and
- Arranging for the safe storage of assessment instruments and student work as required by School policy
- Keeping all students fully informed about subject requirements by ensuring dissemination, at the beginning of semester, of:
 - course outlines
 - assessment programs
 - criteria applying to assessment submissions
 - assessment task requirements
- Maintaining accurate records on all aspects of student assessment profiles for subjects within the department.

Key Responsibilities

- Developing rigorous and innovative learning programs that will motivate a diverse range of students. These learning programs will challenge the most able students and support those students with particular needs; the programs will be complemented by appropriate assessment practices
- Demonstrating a thorough understanding of the learning and pastoral needs of students and the capacity to respond to these in teaching and assessment programs
- Maintaining up-to-date knowledge of all Australian Curriculum and Queensland Curriculum and Assessment Authority Syllabus documents and requirements; maintaining knowledge of wider educational issues especially pertaining to the Department
- Contributing to maintaining the position of the School as a leading academic school
- Contributing to broader curriculum agendas of the School
- Supporting the directions set by the School and lead the Department to achieve these goals
- Maintaining skills and knowledge in the teaching area, and ensuring that Departmental staff maintain a high level of knowledge and appropriate teaching skills
- Leading a team of professionals academically and pastorally
- Leading the Department in the use of IT as an integral part of teaching and learning
- Investigating new programs, practices or projects for consideration by the School
- Investigating and facilitating links with the broader community that result in enhanced learning opportunities for students at Somerville House
- Ensuring that all administrative practices meet the requirements of the School
- Ensuring that all staff in the Department undertake relevant professional development to meet the goals of the School
- Developing and maintaining effective professional relationships with other sections of the school and with the parent community
- Meeting tight timelines as required
- Demonstrating exemplary professionalism
- Attending functions as determined by the Principal
- Other duties as determined by the Principal.

Qualifications and Skills

- Appropriate academic qualifications
- Current Queensland Teacher Registration (QCT)
- High level communication skills and the ability to lead a team of staff
- Demonstrated leadership skills
- Willingness to contribute to the broader school program
- Excellent IT skills.

Other Responsibilities

- Providing leadership for the teaching and learning of Drama
- Preparing budgetary submissions for annual planning, and in consultation with the Director of Technology Services, be responsible for the management of related software and equipment
- Satisfying the requirements of School policy regarding the provision of formal academic progress reports for students, and such ad hoc reports of a social or developmental nature as may be requested
- Keeping parents informed about matters relating to the Department, including the School Newsletter, and other publications as required; and
- Providing other reports as required by the Dean- Teaching, Learning and Innovation, Heads of Junior, Middle and Senior Schools, or the Principal;
- Conveying to the Deans of Academic Planning and Teaching, Learning and Innovation, and the Heads of Junior, Middle and Senior Schools, strategies for staffing as required, in order to assist the preparation of the timetable;
- Encouraging a co-operative and reflective attitude by those teaching the subject
- Assisting with the selection and induction of new teachers within the department as requested
- Assisting teachers with the development of electronic resources and/or technology skills which enhance teaching and learning
- Other duties as directed by the Principal.

Skills and Qualities

- Appropriate tertiary qualifications
- Current Queensland Teacher Registration (QCT)
- Well-versed in the philosophies and pedagogies of teaching and learning and be able to articulate innovative teaching practices, particularly in literacy and numeracy
- Demonstrated interest in contemporary curriculum issues, especially those relating to girls' education
- Highly skilled in using technology as an integral part of teaching and learning
- Demonstrated initiative, resourcefulness and outstanding organisational skills
- Highly developed interpersonal and communication skills
- Ability to work collaboratively with all staff
- Ability to deal sensitively with confidential information
- Excellent knowledge of current curriculum – National Curriculum, pedagogical and assessment practices
- Strong knowledge of mandatory reporting requirements for students with a learning disability
- Compliance with state and federal laws, and policies of the Employer relating to health and safety.

Duties of a Teacher

1. Perform conscientiously and competently the duties, both teaching and non-teaching, assigned by the Principal from time-to-time
2. Perform satisfactorily such duties as are customarily rostered and shared by all staff, and such other duties, as may be agreed upon by the Principal and teacher
3. Co-operate with the senior staff in the organisation and management of the School and to maintain such records as may be required by the School
4. Take part in professional development activities, and other in-service courses provided by the School, or recommended by the Principal through the Professional Learning Committee
5. Help foster good relations between parents, the community and the School
6. Help promote a spirit of unity among the staff
7. Be actively involved in supporting the School's co-curricular activities and special events
8. Be positive in support of the School's traditions and Christian ethos

Application Requirements

All applications must include the official *Employment Application Form for Teachers* (**available under the 'Careers at Somerville House' section of our website**), as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applicants invited for an interview must supply copies of academic transcripts at the time of interview.

Applications will be treated as confidential and must be forwarded by email to employment@somerville.qld.edu.au

The Principal
Somerville House

Applications close 9.00am on 2 July 2018.