



ROLE TITLE: HEAD OF DEPARTMENT

REPORTING TO: Principal and the Director of Teaching and Learning

BASIC ROLE PURPOSE:

Head of Department promotes the vision and mission of the College within its community and contributes to leadership in teaching and learning, with particular focus on the relevant subject area in curriculum.

The following role description reflects the role as it currently exists.

1. RELIGIOUS IDENTITY

The Head of Department actively supports the fulfilment of the College Mission, Values and guiding principles of Mary Aikenhead Education.

2. CURRICULUM

Head of Department provides leadership in and contributes to curriculum by:

- 2.1 promoting disciplinary knowledge and appreciation amongst all learners;
- 2.2 encouraging spiritual, social and emotional depth for all learners through their encounters with curriculum;
- 2.3 taking responsibility for coordinating the writing, development, registration and evaluation of teaching programs within the key learning area;
- 2.4 ensuring that programs are stimulating, relevant and appropriate to the diversity of students' needs and interests;
- 2.5 encouraging discussion and re-evaluation of course content and method in an open and spirit-filled environment;
- 2.6 enriching disciplinary knowledge and appreciation through the sharing of contemporary and relevant resources, encouraging use of Google platforms to collaborate and share resources;
- 2.7 supporting the professional learning of all teachers in the Department through internal and external opportunities;
- 2.8 contributing to the development and implementation of cross-curricular learning;
- 2.9 organising and monitoring of guest speakers and peripatetic staff within the subject area and if appropriate.

3. PEDAGOGY

Head of Department provides leadership in and contributes to pedagogy by:

- 3.1 providing support, advice and positive assistance to teachers in class preparation, assessment and other relevant areas;
- 3.2 promoting teaching practices that address and support the diverse range of abilities present in classes;
- 3.3 liaising with Diverse Learning staff in support of students with particular needs in classroom and assessment strategies;
- 3.4 initiating and monitoring assessment procedures within the department in accordance with College and NESA requirements and ensuring the equity, accuracy and confidentiality of these records;
- 3.5 reading students' reports before they are submitted to the Director of Teaching and Learning/COR, for the purpose of monitoring students' progress and ensuring standards of quality;
- 3.6 setting guidelines for homework within the Department, with reference to the College policy;
- 3.7 supporting students, parents and staff in addressing academic issues;
- 3.8 providing teachers, including student teachers, with support, advice and positive assistance in the areas of discipline, preparation, assessment and other relevant areas;
- 3.9 providing teachers with opportunities to reflect on the quality of their teaching practice.

4. WELFARE

Head of Department provides leadership in and contributes to welfare by:

- 4.1 providing support, advice and positive assistance in the areas of classroom management;
- 4.2 promoting collegiality and the sharing of best practice within the department;
- 4.3 co-ordinating and monitoring of safe-work practices;
- 4.4 addressing discipline issues to support a good classroom environment;
- 4.5 promoting the good name of the college;
- 4.6 coordinating events to support academic activities within the College;
- 4.7 sharing in the care of staff well-being;
- 4.8 ensuring that discipline problems are investigated and brought to the attention of the Head of House, Director of Teaching and Learning, and the Deputy Principal Pastoral Care if necessary;
- 4.9 providing opportunities for building professional capacity through shared responsibilities and delegation.

5. EFFECTIVE ADMINISTRATION

Head of Department provides leadership in and contributes to effective administration by:

- 5.1 liaising with Department members regarding administrative matters arising from Heads of Department meetings and supporting the implementation of administrative directives from the Principal and the Director of Teaching and Learning;

- 5.2 maintain accurate records of student assessments and administration of “Manage Marks” software package
- 5.3 providing an effective, workable system for provision of work for classes should a Teacher be absent;
- 5.4 assisting teachers with the effective organisation of excursions and use of on-line calendar;
- 5.5 initiating and developing through consultation with staff and the College Business Manager the purchase of resources and administering the Department budget;
- 5.6 negotiating with the Head of Learning Resources regarding the purchase of subject resources for the LRC and the Department;
- 5.7 coordinating the NESA registration and accreditation process for the Department;

6. ROLE ACCOUNTABILITIES

- 6.1 meet regularly with Director of Teaching and Learning and provide written reports to Department staff to communicate any directions and information;
- 6.2 have meetings with all department members to set personal and professional goals (PPG);

7. OTHER DUTIES

Other duties as directed by the Principal in responding to the needs of the College.

DATE: **December 2019**