



FRASER COAST
ANGLICAN COLLEGE

Role Statement

ROLE TITLE:

Head of Department

RESPONSIBLE TO:

Principal

WORKPLACE AGREEMENT

The Queensland Anglican Schools Enterprise
Agreement 2018

DATE PREPARED:

September 2021

ORGANISATIONAL ENVIRONMENT:

College's Mission Statement

At Fraser Coast Anglican College, we provide a supportive Christian community and a high-quality learning environment which enriches the body, mind and spirit, challenging each individual student to develop a love of learning, build their confidence, serve others, have options for the future and achieve their best.

Vision

We aim to be the school of first choice for families in the Wide Bay region, achieving outstanding academic results and renowned for our innovative K-12 curriculum which engages all students.

ORGANISATIONAL EXPECTATIONS:

Staff are expected to support the College community (Principal, staff, students and parents) in the continued promotion of the philosophy of the College which is founded on the Mission Statement. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students of the College.

Fraser Coast Anglican College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Work Health and Safety Act 2011*.

Teaching staff are also required to maintain their Teacher Registration.

Note that staff are required to familiarise themselves with the College Child Protection Policy.

All employees recognise and accept that multi skilling is an essential component of the College 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.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

Proof of qualifications will also be required prior to commencement.

APPOINTMENT

- A Head of Department is appointed by the Principal in consultation with members of the Executive Leadership Team. The appointee is responsible to the Principal.
- The position will attract a salary and teaching load as determined through discussion on appointment and will be reviewed by the Principal on the basis of the Queensland Anglican Schools Enterprise Bargaining Agreement.
- The position is to manage, resource and deliver quality academic and innovative education within the Department.
- Though the main emphasis is in the Secondary School, liaison with the Head of Primary School and cognisance of the Primary School regarding the curriculum will be an ongoing responsibility.

KEY ACCOUNTABILITIES:

Leadership

- Encourage high ethical standards in staff and students.
- Provide effective leadership to the Department to develop engaging programs and co-curricular activities that will foster a love of the subject in our students.
- Ensure that the Department program offers appropriate co-curricular and extra-curricular activities and oversee their implementation and organisation.
- Support staff in the coordination and organisation of departmental events, camps and excursions.
- Encourage high ethical standards in staff and students.
- Furnish regular feedback to staff on performances of teaching and effective feedback in the appraisal process for Department staff.
- Provide input into the recruitment of departmental staff.
- Make effective use of available personnel to provide excellent service to the students of FCAC.
- Address areas of concern regarding staff performance in collaboration with the Director of Teaching and Learning and the Head of Secondary School.
- Ensure that all of the College's policies and procedures are enacted and adhered to within the department.
- Ensure that the College is compliant with ACARA and QCAA curriculum, policies and procedures.
- Coordinate regular departmental meetings and communications to ensure consistency of high-quality teaching and learning across the Department.

- Oversee departmental budget preparation and management, and the requisition and maintenance of all resources for the Department in line with the College's procedures.
- Attend and contribute to regular Curriculum Leadership / Studies meetings.
- Promote the Department and the College through professional and marketing publications.

Staff Development

- Ensure staff keep abreast of relevant research and development in their discipline and that this is reflected in their teaching.
- Provide staff development opportunities to foster high standards and an evidence based best practice in teaching and learning.
- Provide guidance and support for staff.
- Encourage staff membership of, and networking in, relevant professional organizations.
- Develop professional networks.

Teaching and Learning

- Encourage a love of learning and foster a love of the subject in all students.
- Develop positive relationships with students, staff and parents.
- Create a classroom experience reflective of a skilled educator with a record of helping students of all abilities achieve their best through a range of pedagogical approaches.
- Ensure that Department classrooms are managed in a way that reflects a school with high behavioural and safety standards.
- Ensure that differentiated programs and practices are in place so that all students can learn.
- Encourage the pursuit of excellence in staff and students.
- Promote a broadening of learning and the development of cross-faculty linkage.
- Engage regularly in a process of curriculum and pedagogical review.

Evaluation and Measurement

- Oversee effective assessment and reporting for the Department.
- Organise and supervise the programmes of assessment of students within the Department.
- Ensure that assessment of students is reflective of a school that adheres to high standards.
- Implement a variety of evaluation instruments, to be maintained as a resource bank.
- Engage in an ongoing review of evaluation instruments.
- Provide assessments that allow for the full range of measurement of students' abilities.
- Prepare, maintain and submit subject documentation as required by QCAA for Endorsement and Confirmation.
- Oversee the production, collection and revision of necessary Endorsement and Confirmation materials.

Other

- Perform other duties as required by the Principal.