



College Head of Humanities Faculty Years 5-12

Tenure: 1 February 2018 until 31 January 2021

Closing date for applications: 18 September, 2017

Position Description

Position objectives:

The Head of Faculty directly influences the quality of learning and teaching throughout the College. The position requires leadership in relation to curriculum initiatives, the learning and teaching process and co-ordination of a range of classes in the oversight of Years 5-12 curriculum. The Head of Faculty will facilitate student learning within the department in order to enable all students to achieve to their fullest potential.

Organisational relationships:

- This position is accountable to the Principal through the Head of Pedagogy and Learning
- Positions accountable to this position are: the Years 10 – 12 Commerce Leader, Years 5 – 8 and Year 9 curriculum leaders in the discipline. With the Head of School, the incumbent is responsible for performance management of these positions.
- The incumbent leads and chairs meetings of the faculty.
- Internal liaisons of this position are: other Heads of Faculty and Faculty Leaders, including LD&S and TAP, Heads of Middle and Senior Schools and Canowindra, School-based Pedagogical Coaches, teachers within the faculty, the College Head of Literacy, the College Head of Global Learning and Innovation

Key responsibilities

The Head of Faculty is responsible for:

- Curriculum management and mapping
 - Ensuring that the subject Scope and Sequence development meets the needs of the College and is compliant with the requirements of the ACARA Australian Curriculum, including in General Capabilities and the use of ICTs, and VCAA requirements for senior education
 - Creating a curriculum map based on scope and sequence
 - Alignment of Unit Planning and assessment to Curriculum Map
 - Review and evaluation
 - Driving continuous improvement across the College in standards, achievement and attainment – inclusive of NAPLAN and VCE results
 - Management and oversight of curriculum documentation
- Team leadership and management.
 - Providing active leadership for all those involved in teaching or supporting the faculty
 - Facilitating coaching, collaborating and sharing of information so that staff performance is at an optimum level to enable continuous improvement in the quality of teaching and learning
 - Accountability for teacher performance
 - Specific guidance of School based faculty Leaders to enable them to lead and manage teachers most effectively
 - Actively working with members of the faculty in planning a pathway for the professional learning needs of the faculty

- Modelling best practice in faculty teaching
- Monitoring achievement of students and effectiveness of teachers
- Having oversight of all operational, budgeting and record keeping requirements to ensure parity between schools
- Identifying appropriate resources for the faculty and ensuring that they are used efficiently, effectively and safely
- Convening and recording regular faculty meetings with published agendas with subject teachers
- Working collaboratively at both strategic and operational levels with other Heads of Faculty
- Subject promotion and engagement
 - Making regular contributions to Whispers and Omnia
 - Offering subject specific enrichment opportunities in liaison with the College Talent and Potential Leader
 - Enhancing student engagement through provision of guest speakers, incursion, excursions, competitions and other initiatives.
- Ongoing improvement in student outcomes, specifically use of data to inform teaching and learning.
- Assessment management, including moderation, examinations, reporting
- Meeting Individual Needs
 - Ensuring that differentiation of the curriculum enables engagement by all students
 - Liaising with College Head of Learning Development and Support and the College Talent and Potential Leader to support teachers in meeting individual needs
- Making recommendations to Heads of Schools and the College Staffing Committee regarding staffing
 - Liaising with the Head of Human Resources regarding new staff appointments

Qualifications

Qualifications to teach in Victorian Schools

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following key qualities:

Key qualities

- Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.
- Capacity to use analytical skills to contribute to educational outcomes.
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.

Relevant skills, knowledge and experience

- Minimum of 5 years teaching experience in the relevant discipline desirable
- Advanced knowledge of curriculum and demonstrated exemplary pedagogy

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.

- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
- This position of responsibility has a 3-year tenure. Should the position of responsibility be terminated by the incumbent or the College the incumbent will remain a permanent member of teaching staff.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Pedagogy and Learning. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form. Applications for teaching positions which do not include evidence of registration or evidence of an application for registration with the Victorian Institute of Teachers (VIT) will not be considered

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).