



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of

Head of Faculty Technology Years 5-12

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College Overview

Founded in 1987, Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for 2,100 students across two campuses, located in Taylors Lakes and Keilor. Overnewton strives to be an inclusive learning community, providing a respectful environment where all students can aspire to excellence in a broad range of curricular and co-curricular programs. We value our Christian foundation, and the importance of parents as active members of our College, working in partnership to prepare our students to be mentally, physically and spiritually ready for life.

All staff participate fully in the life of Overnewton, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton as an employee means being part of a motivated, caring and professional community, innately believing that students are at the centre of all that we do. The College is a nurturing, passionate and inspiring environment where our engaging programs, progressive pedagogy and excellent pastoral structures ensure that every child and young person can feel a sense of connectedness, purpose and pride.

Four schools, two campuses, one college

The College is organised into four sub-schools;

Canowindra Campus (Taylors Lakes)

Junior School (Prep – Year 4)
Year 9

Yirramboi Campus (Keilor)

Middle School (Years 5 – 8)
Senior School (Years 10 – 12)

Each School has its own Head of School and leadership team, and is functionally self-contained. This structure offers the intimacy of a small-school community, whilst being supported by our large campus facilities and resources.

Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.



Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith. Our College values are;

1. Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

2. Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

3. Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

4. Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.

Proudly Anglican

Our Christian foundation informs and strengthens our contemporary practice and Anglican identity. The College has a Chaplain and every child attends Chapel regularly. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Prep to Year 11. We are an open and safe place for children and staff of all faiths, and no faith, and welcome their contribution to our spiritual life.

Strong academic outcomes

We provide a wide range of VCE subject choices, including the Vocational Major, as well as excellent student support services. We are proud of our open enrolment policy, welcoming students from a wide variety of backgrounds and knowing that every student is an individual, with their own learning needs. We strive for outstanding outcomes for every student and our consistently strong VCE and NAPLAN results are evidence of the strength of our programs to promote personal excellence for all.

Parental involvement

Recognising that education is a partnership, the College seeks high parental engagement and each family currently contributes 12 hours of service to the College per term. There are many parent working groups helping in areas such as classroom assistance, gardening, yard duty, administrative support, catering, canteens and the annual fair. There are also regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being 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.

Position Overview

Position Title	Head of Faculty – Technology Years 5-12
Campus:	Yirramboi Campus
Reports to:	Heads of Learning (Middle School, Year 9 and Senior School)
Time Fraction:	1.0 FTE, including up to 0.2 FTE teaching allotment
Tenure:	3-year contract, with ongoing tenure at the College as a teacher
Effective date:	28 January 2025 to 31 January 2029

Position Summary

The Head of Faculty has a significant curriculum role in the College with direct responsibility for the learning of students from Years 5-12 and for the leadership of faculty teachers. The Head of Faculty is responsible for implementing the College strategic direction, leadership and development of Design Technology throughout the school, ensuring that every student is positively encouraged to develop their potential to the full.

The Head of Faculty will teach and/or require experience in:

- VCE Product Design and Technologies in Wood, Metal, Plastics
- Design and Technologies Years 7-10 (Years 5-6 highly regarded)
- Systems Engineering at Year 7-10 (highly regarded)

This role works alongside Middle School, Year 9 and Senior School Heads of Learning and leaders in other faculties in relation to curriculum initiatives, the teaching and learning process and the oversight of the Year 5-12 curriculum.

The role is an exciting opportunity for the suitable person and for the College as we seek to build upon our existing programs and staff capacity. The incumbent will lead and chair meetings of the faculty and is a key member of the relevant Academic Teams. Those accountable to the Head of Faculty are all teachers within their faculty in Years 5-12. Alongside the relevant Head of School, the incumbent is responsible for the performance management of staff within the department.

This position has a teaching load of up to 0.2 FTE, which is regarded as a significant aspect of the role.



Position Relationships

- Principal
- Deputy Principals | Heads of Campus
- Director of Teaching and Learning
- Head of Middle School, Head of Year 9, Head of Senior School
- Other Heads of Faculty
- College Learning Development and Support and Talent and Potential Leaders
- Middle School, Year 9 and Senior School Heads of Learning
- VCE Coordinator
- Faculty Leaders relevant to the position



Key Responsibilities

The Head of Faculty is responsible for the strategic and operational leadership of:

Curriculum Management and Mapping

- Scope and Sequence development to meet 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;
- Prepare and submit programs each semester in line with faculty guidelines;
- Develop programs which cater inclusively to all students, supporting those in need of support as well as those requiring extension;
- Remain up to date with key local and national developments within the areas of the curriculum
- Driving continuous improvement across the College in standards, achievement and attainment – inclusive of NAPLAN and VCE results;
- Assessment management, including moderation, examinations, reporting;
- 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;
- Modelling best practice in faculty teaching and actively working with members of the faculty in planning a pathway for the professional learning needs of the faculty;
- 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;
- Support out-of-field teachers, including inducting them into the Technologies area and monitoring progress;
- Plan and monitor the work of Technologies technicians 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;
- Effectively communicate college-wide curriculum, assessment and reporting requirements to faculty, and monitor progress;
- Set goals, manage performance and program accountability, as directed by the Director of Teaching and Learning who will establish key performance indicators (KPIs) with the Head of Faculty, within the first school term of appointment to the position. The incumbent's performance will be managed against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position and will be reviewed at least annually.

Subject Promotion and Engagement

- Making regular contributions to College and Public Facing publications;
- 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, Technologies Week activities and other initiatives;
- Co-ordinate with the Visual Arts Faculty to plan and mount combined exhibitions to display Middle School, Senior School and Year 12 student work, and to display student work throughout the year in static display areas; and
- Manage the Artist in Residence program with the Visual Arts area.



Meeting Individual Student Needs

- Ensuring that differentiation of the curriculum enables engagement by all students;
- Liaising with the College Head of Learning Development and Support and the College Talent and Potential Leader to support teachers in meeting individual needs; and
- Ongoing improvement in student outcomes, specifically use of data to inform teaching and learning.

Team Membership and Leadership

- Promote a positive culture for Design Technology across the school and a lively and enthusiastic atmosphere within the department;
- Successfully lead, manage and motivate the Design Technology department to maintain a positive and effective working ethos;
- Provide sufficient enrichment activities that will support the academic programs;
- Model exemplary teaching practice;
- Liaise and collaborate with Heads of Schools regarding staffing;
- Liaise with the Director of Human Resources regarding new staff appointments;
- Actively engage in team and staff meetings;
- Abiding by the expectations of the College Child Safety Standards, Code of Conduct and Values; and
- Comply with the Work Health and Safety policies and procedures.

Facilities

- Oversee Risk Management processes in the Technologies area at Yirramboi and Year 9 campuses including:
 - Risk Assessment documentation;
 - Chemical register;
 - Monitor the implementation of Risk Management processes;
- Identify, budget for and purchase new equipment and machinery as required;
- Collaborate with the Facilities Dept to manage a timely maintenance program;
- Manage the upskilling of staff in the use of equipment as required;
- Monitor Technologies classrooms in terms of useability for curriculum, OH&S issues and general upkeep and maintenance; and
- Report all accidents, incidents and hazards as soon as is practicable.

Professional Responsibilities

- Actively seek pedagogical knowledge through own professional reading, research and collegial partnerships;
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for students;
- Actively engage in Team and Staff meetings;
- Adhere to and abide by the expectations of Staff Code of Conduct;
- All responsibilities attached to teaching class/es; and
- Adhere to Work Health and Safety policies and procedures.



Key Selection Criteria

Performance will be measured against the following key qualities:

- Contemporary approach to the curriculum with evidence of innovation and outstanding outcomes.
- Proactive interest in innovative and emerging strategies and technologies.
- Expert level of digital capability with Microsoft and Apple software, particularly Office 365 suite of tools.
- Demonstrated exemplary teaching skills and capacity to provide leadership that enables 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 Year 5 to Year 12;
- Demonstrated experience to use analytical skills to contribute to improved educational outcomes;
- Experience to effectively manage human, financial and physical resources to deliver high quality outcomes for the College;
- In line with our Christian ethos, all appointed Educators must be able to teach Religious and Ethical Vocational Education for the year levels that they are appointed to teach core or specialist subjects;
- Strong communication and collaboration skills to work effectively with stakeholders and understand and deliver on their requirements;
- Commitment to the Overnewton College Values.

Relevant Skills, Knowledge and Experience

- Minimum of 5 years teaching experience in the relevant discipline is desirable;
- Advanced knowledge of curriculum and demonstrated exemplary pedagogy;
- Proven ability to inspire teachers to strive for excellence of curriculum content and delivery;
- Advanced knowledge of risk management procedures; and
- Safe Use of Machinery Accreditation essential.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton is an equal opportunity employer and enforces nondiscrimination 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.

Application and Selection Process

Application Process

Written applications should be submitted through **Seek website** and should include:

- A brief cover letter of no more than one page.
 - A candidate statement, of no more than two pages, which summarises your educational philosophy and experience relevant to the key selection criteria.
 - A CV, of no more than four pages, documenting all qualifications plus key responsibilities and achievements in previous roles.
 - The contact details of three referees, one of whom should be your current line manager.
- Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Principal or delegate at final interview.

Should you have any enquiries, please email Human Resources at humanresources@overnewton.vic.edu.au

Applications will be processed upon receipt.

Closing date for applications – **Wednesday 10 July 2024**

