

## JOB SUMMARY

Job Title: Head of Department – Middle and Senior School

Reporting to: Head of School (HOS)

Direct Reports: *Department Staff*



The **Head of Department** is responsible for development and management of the curriculum in one or more subject areas across the Middle and Senior school. The prime responsibility is for the development of practices to ensure an excellent standard of teaching, assessment and monitoring of the curriculum area across all year groups. He/she will work as a subject specific expert on the Curriculum Leadership Team of the Middle and Senior School. He/she is also responsible for making recommendations to the Head of School (HOS) regarding resources and budget.

## JOB OUTCOMES

Assist the HOS and the Deputy Head of School to:

- Implement procedures to ensure curriculum continuity across the relevant subject areas and efficient documentation of curriculum
- Develop and maintain high quality programs in line with New South Wales Education Standards Authority (NESA) outcomes and AISM's learning philosophies and practices
- Ensure the Visible Learning approach to teaching and learning informs pedagogy in the Department.
- Develop scope and sequence across Years 6-12 for relevant subject areas.
- Support the HOS or delegate in their role in documenting and reviewing curriculum for designated subject areas
- Ensure moderation practices are in place across year levels in the specific subject/learning areas and appropriate and effective assessment tools are utilised.
- Assist with the collection and analysis of student learning outcome data that demonstrates value adding to student learning outcomes
- Develop approaches that ensure that individual learning goals are met. This will include extension and learning support of all students in relevant subject areas
- Assist in the development of approaches that integrate the use of ICT
- Ensure adequate resources are available to support learning
- Management of subject area budgets to ensure adequate resources are available to support learning in particular subject areas
- Maintaining subject area facilities
- Lead and facilitate effective pedagogical practice
- Manage human resources within the Department
- Appraise and coach teachers in effective teaching practice
- Identify and monitor teacher professional learning

## BEHAVIOUR EXPECTATIONS (*Values and Leadership*)

- Able to see the 'big picture', think ahead and meet goals that are aligned to the values, purpose, mission and strategic priorities of the School
- Able to plan, prioritise and organise work and resources effectively to meet departmental and organisational objectives
- Able to develop and maintain effective relationships with all key stakeholders to meet mutual goals

**COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Understanding of the principles of Visible Learning.
- Excellent understanding of Australian curriculum and approaches to design and monitoring of such curriculum.
- Has broad understanding of web technologies.
- Excellent in overcoming obstacles with strategic problem solving skills.
- Spoken and written English is used for all school communications and as such high standards of English communication skills in reading, writing, speaking and listening are required to be successful in this position.
- Proven ability to demonstrate initiative.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree or equivalent in Education, or Degree in Speciality plus Diploma of Education
- Teacher registration in home country, including relevant Police Checks

**DESIRED EXPERIENCE**

- Experience or potential to lead small teams of teachers in prescribed tasks.

---

I, ..... Passport No: ..... have read, understood and hereby accept the job summary for the Head of Department position as mentioned above.

Signature: .....  
(Staff)

Signature: .....  
(Witness)

Date: .....

Date: .....