



ROLE DESCRIPTION

HEAD OF DEPARTMENT

Waverley College is a Catholic boys' school (Years 5-12) in the tradition of Edmund Rice. Waverley College also includes a co-educational Pre-School. Waverley College is committed to *liberating the potential of every learner* in the areas of Beliefs, Innovation, Relationships, Resources, Environment, Leadership and Life.

Through the directorate of Learning, the College seeks to develop an innovative curriculum in a collaborative, technology-rich learning environment.

Reporting to the Director of Learning the Head of Department works closely with departmental staff as the College implements its strategic directions related to learning and teaching.

1. PURPOSE

The Head of Department (HoD) is a senior position within the College. Appointment to this position reflects high level subject knowledge and competence in administration and the management of a group of professional staff.

The HoD is responsible for co-ordinating and implementing all facets of Curriculum related to a specific subject area. The HoD oversees the teaching and learning practices of the department and of all departmental staff acting as a representative point of communication with the Executive.

The HoD is an academic leader who works collaboratively with all staff and is a member of the Head of Departments' Committee. The HOD models professional standards demonstrably supporting the College, its Mission, the Head of College and Executive.

2. RESPONSIBILITY

The Head of Department is responsible to the Head of College and reports directly to the Director of Learning.

The Head of Department is responsible for managing the work of academic and ancillary departmental staff.

3. ACCOUNTABILITIES

As the delegated leader of an academic department the Head of Department is accountable for the following;

3.1 Teaching and Learning:

- 3.1.1 Develops subject related curriculum and ensures the correct delivery of curriculum
- 3.1.2 Remains current with specific subject teaching trends, best practice and the NSW Education Standards Authority (NESA) regulations and expectations Develops text, electronic and subject resources to support the curriculum
- 3.1.3 Develops, implements and evaluates teaching programs to meet Syllabus outcomes
- 3.1.4 Develops differentiated teaching programs to meet the learning needs of all students
- 3.1.5 Leads and promotes the effective educational use of ICT and new learning technologies
- 3.1.6 Integrates the components of Numeracy, Literacy and ICT into teaching programs as appropriate
- 3.1.7 Develops and makes recommendations to the Director of Learning (DoL) on decisions relating to curriculum
- 3.1.8 Consults with departmental staff when determining recommendations for staffing
- 3.1.9 Liaises with the DoL on teacher staffing requirements and allocations
- 3.1.10 Develops and manages the subject(s) assessment, scope and sequence and programs ensuring compliance with all College and NESA requirements
- 3.1.11 Ensures the Department meets NESA requirements for registration and accreditation assisting the DoL as required

3.2 Administration

- 3.2.1 Develops and maintains up to date programs, registers, marks and assessments
- 3.2.2 Ensures Assessment programs and the conduct of Assessment tasks comply with NESA and College Policy
- 3.2.3 Ensures that accurate academic data is maintained on students
- 3.2.4 Provides an annual analysis HSC Report to the DoL
- 3.2.5 Oversees the reporting process for staff and students
- 3.2.6 In liaison with the Assistant DoL, co-ordinates and manages examinations
- 3.2.7 Is responsible for Illness / Misadventure claims and approvals
- 3.2.8 Provides all required data to the DoL for submission to the NESA
- 3.2.9 In consultation with the Director of Business and the DoL formulates and manages the departmental budget
- 3.2.10 Develops, sources, purchases and maintains equipment and resources
- 3.2.11 Oversees all subject related events and excursions ensuring these are aligned with curriculum requirements and meet relevant WHS and Risk Management protocols
- 3.2.12 Provides a Departmental Report for the College Annual
- 3.2.13 Meets all timelines for examinations, marking, reporting and assessments
- 3.2.14 Manages HOD Detentions and Minimum Standard Letters
- 3.2.15 Conducts regular departmental meetings submitting minutes to the DoL

- 3.2.16 Liaises with, oversees and delegates appropriate tasks to the Assistant Head of Department (AHoD) [for relevant departments only]

3.3 Students and Parents

- 3.3.1 Ensures that the care and welfare of students is promoted at all times
- 3.3.2 Supports students by liaising with Heads of House, Learning Support Department and Senior Studies & Careers Co-ordinator
- 3.3.3 Identifies and encourages talented students' involvement in extension programs and courses for the gifted
- 3.3.4 Liaises with students, teachers and parents to resolve any subject related matters of concern
- 3.3.5 Discusses subject related enquiries with students and parents and assists with subject selection advice as required
- 3.3.6 Provides information to the DoL to support Information Nights and relevant publications
- 3.3.7 Attends and/or presents at Information and Presentation Nights as required
- 3.3.8 Participates in Parent/Teacher days/nights and parent teacher interviews as required
- 3.3.9 Records and documents all interviews with parents, staff and students
- 3.3.10 Responds to parent enquiry in a timely and professional manner
- 3.3.11 Refers appropriate matters to relevant staff

3.4 Staff

- 3.4.1 Oversee and manage the day-to-day activities of departmental staff
- 3.4.2 Oversee departmental staff well-being and pastoral care
- 3.4.3 Provide a supportive professional environment for departmental staff
- 3.4.4 Assist the ongoing induction of new staff
- 3.4.5 Provide mentoring, coaching and professional development to staff
- 3.4.6 Communicate regularly with staff providing, feedback, direction and recognition
- 3.4.7 Recommends staff professional development needs and opportunities to DoL
- 3.4.8 Assists in the recruitment of departmental staff as required
- 3.4.9 Participate in the professional review and appraisal process for departmental staff

3.5 Teacher Accreditation

- 3.5.1 The HoD has in-depth and demonstrable knowledge of the AITSL standards
- 3.5.2 Supervises and mentors teachers seeking NESA Proficient Teacher Accreditation (this may be delegated)
- 3.5.3 Advises and works with staff to undertake suitable and relevant professional development for teacher professional growth and to meet the Maintenance of Proficient Teacher Accreditation requirements
- 3.5.4 Assists staff in attaining Highly Accomplished and Lead Teacher accreditation

4. REQUIREMENTS

- 4.1.1 Supports the Executive as required in the implementation of the College pastoral and discipline policy
- 4.1.2 Participates in the College's Co-curricular program, normally two (2) activities per year
- 4.1.3 As directed by the Head of College teaches an appropriate number of periods per cycle
- 4.1.4 As directed by the Head of College takes on duties as required to assist the smooth operation of the College such as out of class yard duties and supervision of detentions
- 4.1.5 Assists with the implementation of WHS policies and procedures in the College
- 4.1.6 Attends all staff meetings as required
- 4.1.7 Undertakes other duties determined by the Head of College as reasonably required from time to time.

5. TENURE / REVIEW AND APPRAISAL

The appointment as Head of Department is for five (5) years renewable for five (5) more years on the completion of a successful comprehensive performance review normally held during the 4th year of tenure in accordance with College policy. Preceding this, an initial performance review will be conducted towards the end of the first (1st) year of service.

At the conclusion of the second five (5) year term the position will be advertised and, the incumbent may wish to apply. If successful he/she would be offered a further contract, the details of which will be advised at the time. If not successful in the Head of Department application he/she will be offered continuing employment at the College, in a capacity to be determined but at a level not less than that of a classroom teacher.

I have read and understand the contents of the Head of Departments' Role Description.

NAME:

SIGNATURE:

DATE: