



## Head of Faculty – Primary Position Description

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<b>POSITION:</b>	Head of Faculty – Primary
<b>DEPARTMENT:</b>	Teaching and Learning
<b>RESPONSIBLE TO:</b>	Principal
<b>REPORTS TO:</b>	Director of Teaching and Learning (Primary)

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### About Sheldon College

Committed to its basic philosophy of Love, Laughter and Learning, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

### Position Overview

The Head of Faculty is responsible for:

- Articulating a shared vision, motivating and inspiring others, building a team, managing change, establishing participative decision-making processes, devising mechanisms for the development of an innovative, relevant and engaging curriculum; enhancing teaching and learning through productive pedagogy, derived from current learning research, and creating and maintaining a supportive and challenging learning environment;
- Working with the Director of Teaching and Learning (Primary) and other Heads of Faculty to further enhance the College's position and support the fulfilment of the College Vision, Mission and Values.

### Duties and Responsibilities

#### Leadership

- Model and nurture clear moral and behavioural parameters for students, defined by the Sheldon College values, ethos and principles.
- Collaborate with the Faculty staff to clearly articulate and enact educational philosophy and vision, consistent with the vision and mission of the College.
- Facilitate student learning and personal development through support of the values and aims of the College. Develop a focus on the whole child in achieving Student Exit Outcomes.
- Model the attributes and skills of an exemplary classroom teacher dedicated to reflective practice. Maintain expertise in subject content and pedagogy, particularly in Literacy and Numeracy.
- Develop a mentoring and coaching culture within the Faculty to build teacher capacity.
- Implement Performance and Development Framework strategies and provide support and development for Faculty staff.
- Demonstrate a thorough understanding of current educational trends and Digital and Design technologies and pedagogies.
- Lead staff in the regular analysis of data and monitor student performance to inform practice and differentiate learning.
- Foster effective relationships with families and members of the College community.
- Contribute, through active involvement, to the College's extra-curricular program.
- Actively promote the College both within the College community and in the wider community.
- Commit to effective and efficient management and use of resources and facilities.



## Curriculum

Within the framework of the Queensland Curriculum and Assessment Authority (QCAA) & Australian Curriculum Assessment and Reporting Authority (ACARA):

- Establish a clear and specific statement of aims, objectives and outcomes at each year level in which the subjects are taught in the Faculty, ensuring staff are familiar with internal and external course requirements and reporting procedures.
- Ensure preparation and implementation of rich units of work at each year level to meet these aims, objectives and outcomes.
- Deploy a range of digital and design pedagogies with a commitment to academic excellence.
- Work with staff on developing authentic learning experiences and the meaningful embedding of new generation technologies in the curriculum.
- Ensure implementation of authentic programs of assessment and moderation are implemented at each year level, having regard to the College's assessment and feedback policy.
- Be accountable for student outcomes in keeping with the goals and policies of the College.
- Establish links with external bodies and develop community relationships which enhance the learning and opportunities of students.
- Assist, organise and monitor the introduction of new teachers and pre-service teachers allocated to the Faculty.

## Professional Development

- Maintain and deliver a program of professional development, employer directed and supported, school supported and individually identified ensuring that QCT requirements are met.
- Assist Faculty staff to maintain their own professional development.
- Coach and mentor staff to develop highly effective and skilled teachers.

## Workplace Health & Safety

- Ensure that safe procedures are incorporated into the operations of the Faculty in accordance with the College's Occupational Health & Safety Policy.

## Duties

- Liaise with other Heads of Faculty to enact College policies.
- Liaise with Senior Executive to discuss matters pertaining to future directions for the College.
- Demonstrate competence in using features and capabilities of the College Learning Management System (iLINQ).
- Assist in preparation of Grant applications.
- Contribute regularly to the College Newsletter and other College publications.
- Present Faculty news and awards on Assembly.
- Attend and oversee Faculty presentations for parent information evenings.
- Assist the Director of Teaching and Learning (Primary) with the Annual Report for Celebration of Excellence, monthly Board Reports, Learning Overviews and Assessment Calendars.
- Liaise with the Director of Teaching and Learning (Primary) to facilitate the writing of units of work and other curriculum documents.
- Coordinate Assessment Calendar requirements.
- Coordinate excursions/incursions.
- Maintain clear and accessible records for all students engaged in study within the subject area/s.



- Liaise with the Director of Teaching and Learning (Primary) and Director of College Operations regarding the Faculty's timetabling requirements. Provide input in to strategic decisions.
- Liaise in the preparation and organisation of the Faculty's needs relating to budgeting and ordering of resources.
- Facilitate professional development programs to build capacity of teachers.
- Lead the development and implementation of all teaching, learning and assessment and reporting processes.

## **SELECTION CRITERIA**

Please address the selection criteria separately with responses no longer than one page per selection criteria.

- SC1      Demonstrated capacity to provide curriculum leadership leading to the achievement of academic excellence of student outcomes.
- SC2      Demonstrated strong interpersonal skills and strong capacity to develop and sustain productive relationships.
- SC3      Capacity to think strategically and analytically and the capacity to manage change effectively to contribute to the achievement of academic excellence of student outcomes.