



HEAD OF DEPARTMENT
Duties and Responsibilities Statement

POSITION TITLE	Head of Department
FTE	1.0 FTE
DIVISION	Middle Management
REPORTS TO	Associate Principals

PREAMBLE

The Principal is the Chief Executive Officer of the School and is responsible to the School Council for the effective and efficient operation of the School. He is responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

This Mission Statement of this School is to provide an education which, secure in the traditions of our past and our Christian belief, opens students' minds to the rich diversity of the world in which they live and challenges them to be curious and explore everything they find with integrity and compassion. We will do this in an engaging, relational environment which nurtures self-expression and self-worth while promoting the uniqueness of each student.

CHILD SAFETY STATEMENT AND REQUIREMENTS

John Septimus Roe Anglican Community School (JSRACS) is committed to the safety and wellbeing of all children and young people. JSRACS has zero tolerance for child abuse.

Every person employed at JSRACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years.

THE ROLE

The promotional position of Head of Department is one of limited tenure (renewable) for the period of four years. The appointment is made by the Principal, on merit, and involves appraisal and review.

The Head of Department:

- Is responsible for the management of a distinct responsibility area – usually a specific subject or group of subjects within the school and is a key member of the Middle Management of the School.
- Has responsibility for the management of staff including recommendations regarding new appointments and Performance Appraisal.
- Has a 0.8 FTE classroom teaching load (ie 16 periods out of 25 per week) in addition to administrative duties related to the particular area of responsibility.

- Is required to consult and work closely with the Associate Principals on relevant matters and is responsible to the Principal through the designated Associate Principal for the discharge of the responsibilities and duties associated with the position of Head of Department.

KEY RESPONSIBILITIES

- Undertake classroom teaching and associated activities.
- Manage processes designed to improve the educational outcomes of students within the designated area of responsibility.
- Manage the financial and physical resources within the designated area of responsibility in order to meet the educational and organizational objectives of the school.
- Contribute to the development and implementation of whole School policies, programs and procedures.
- Manage the teaching and associated activities of staff allocated to the department.
- Participate in staff selection and Performance Appraisals.
- Manage work duties of teachers and support staff assigned to the Department.
- Within departments, lead improvements in pedagogical practices to increase the impact of teaching and learning activities on students.

SPECIFIC RESPONSIBILITIES

Classroom Teaching

- Undertake classroom teaching and associated activities and promote and demonstrate sound teaching practice.
- Promote improvements in pedagogical practices within the Department.

School Planning

- Demonstrate an active commitment to the School's Mission Statement.
- Contribute, through appropriate decision-making processes, to the development, implementation, monitoring and review of the School Plan and associated policies.
- Contribute to the development of pedagogical practices through active participation in the Pedagogical Practices Committee.

Staff Management

- With the Principal and designated Associate Principal, be responsible for the allocation of staff to particular classes.
- Provide advice and support to departmental staff about professional and work related matters.
- Promote the self-esteem and morale of departmental staff members and encourage them to work as a team.
- Assist the Principal with the appraisal of staff performance.
- Assist the Principal with the selection of new staff.
- Assist the Principal for the induction of new staff assigned to the Department and participate in the process of induction appraisal as required.
- Help and encourage the professional development and good pedagogical practices of teachers by advising on teaching technique and assessment skills, professional reading, attendance at courses and meetings.
- Be responsible to the Principal for the overall efficiency, professional attitude and morale, of the Department, and be responsible for helping staff know how best they can contribute to the well-being of the students they teach.
- Be responsible for overseeing the teachers' programs, mark books and assessment details to ensure compliance with all SCSA requirements and for the overall development and management of the Department.
- Delegate responsibilities and duties as appropriate.

Curriculum Management

- In association with subject teachers assigned to the department, relate the teaching program to the curriculum, and devise the framework on which teachers base their detailed programs of work.
- Take supervisory responsibility for aims, content, methods of teaching and frequency of assessment, recording and reporting in the Department.

- Ensure that examination papers are set at a sufficiently high standard and that all relevant instructions and marking schemes are attached before they are sent to the designated Associate Principal for approval.
- Manage the development and implementation of the curriculum.
- Manage the evaluation, selection and allocation of curriculum resources.
- Promote and maintain awareness of current educational development, disseminate information and facilitate the incorporation of new ideas, as appropriate.
- Monitor and assess the development and implementation of teaching and learning programs by departmental staff.
- Liaise and negotiate with the School's Executive Team and other members of staff about curriculum matters.
- Attend meetings of the Pedagogical Practices Committee and other meetings as required.
- Ensure all course outlines and assessment outlines are compliant with SCSA requirements.

Student Management

Liaise and negotiate with the School's Executive Team and specifically with the Associate Principals, Directors, Year Coordinators, Pastoral Care Tutors and Classroom Teachers about student matters.

School and Community Interaction

Initiate, facilitate and engage in appropriate communication and interaction between staff, parents, School and community support services, the general community and the Executive Team.

Administration and Financial Management

- Manage the financial planning and liaise with the Principal and Business Manager concerning financial operations of the department.
- Manage the provision and use of preservation of the physical resources of the department for effective operation.
- In consultation with teachers assigned to the department, be responsible for departmental budgeting procedures and the purchasing of resources.

Other

- Be responsible for the procedure of outings and any other special arrangements for the department.
- Accept responsibility for student appearance, tidiness and behavior in the Department and discuss problems with the Associate Principals and Principal.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

STANDARD REQUIREMENTS

- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Apply Occupational Health and Safety requirements in the workplace.
- Strive to implement productivity, quality and service improvements on a continual basis.
- Apply Equal Opportunity, Harassment and Discrimination requirements in the workplace.

GENERAL PRACTICE

The School strives for excellent standards in all areas and each staff member is required to:

- Ensure that all documents are prepared and presented in a professional format in keeping with School practice.
- Ensure that high standards of spelling, grammar and punctuation are maintained and that documents read correctly.
- Ensure deadlines are met.
- Serve as good ambassador of the School.
- Operate as a member of a team at all times and fully support the activities of the Principal and the Executive Team.

ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

HEAD OF DEPARTMENT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date