

POSITION DESCRIPTION

Whitsunday Anglican School is devoted to providing for students in a caring environment, a first class education aimed at developing their best qualities, broadening their horizons, preparing them for the ever-changing demands of a career, and equipping them to meet and enjoy the challenges of life in the twenty-first century.

The major functions of the School Board are the appointment of the Principal, the fixing of the annual budget and the fixing of school policy. The day to day running of the school is the responsibility of the Principal, in the role of Chief Executive Officer. All staff are responsible for carrying out their duties.

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative leadership
- Provide effective leadership through the use of well-developed conflict resolution and negotiation skills
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example.
- Maintain professional competence and current knowledge in educational trends.
- Consistently demonstrate commitment to the school core values of Christianity, Tolerance, Excellence, Dignity and Trust.
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

Position: HEAD OF CURRICULUM

Reports to: PRINCIPAL

SCHOOL'S VISION STATEMENT: Learning through Love, Living by Faith, Leading with Service.

SCHOOL'S MISSION STATEMENT: Within a framework of Christian values provide an engaging and supportive learning experience that achieves the best outcome for the individual.

The Role of the Head of Curriculum

The Head of Curriculum takes responsibility for the overall planning, implementation and evaluation of teaching and learning programs across the sub Schools. He/she will work closely with the Heads of Sub-Schools and Heads of Faculty in order to foster improvement, innovation and excellence in curriculum and its delivery.

The Head of Curriculum is a member of the Executive Leadership Team and will demonstrate loyalty, confidentiality and support for the Principal and the School at all times.

He/she will work as a member of the Executive Leadership team: enhancing the ethos of the School by example, supporting the Principal, contributing to the good leadership and administration of the School, and taking a role in the liturgical life of the School when required. He/she will implement policies made by School Board and the Principal.

He/she is expected to participate in the life of Whitsunday Anglican School and attend meetings and events as required.

SPECIFIC ACCOUNTABILITIES:

CURRICULUM and ASSESSMENT:

- Maintain a thorough understanding of all QCAA requirements
- Have oversight of all curriculum and assessment changes pertaining to the introduction of ATAR/QCE requirements
- Manage the introduction of the Australian Curriculum or any other programs
- Evaluate and monitor curriculum in the Sub-School. Ensure this curriculum facilitates the needs of all students in the School
- Evaluate and manage all Curriculum Committees within the School
- Manage the introduction of new QCAA Syllabi and any trialing of courses approved by the Principal
- Work with the Heads of Sub-School and Heads of Faculty to ensure the assessment programs are relevant and challenging for the students and meet the requirements of the relevant authorities
- Have oversight of the analysis of data with regard to curriculum and assessment outcomes
- Work with the Heads of Sub-School and Heads of Faculty to monitor the academic progress of the students in the School and keep the Executive Leadership Team aware of students of concern
- Manage and evaluate all systems of reporting to parents of Sub-School students. Recommendations are to be discussed at Executive Leadership Team Meetings
- In conjunction with the Heads of Sub-School and the Learning Enrichment staff, evaluate and develop programs for students with special needs in the areas of remediation and enrichment
- Manage, monitor and evaluate the academic award structure for students in the Middle and Senior Schools, in conjunction with the Heads of Middle and Senior School
- Manage the Queensland Core Skills Test training and implementation for Years 11 and 12

PROFESSIONAL LEARNING OF TEACHING STAFF:

- Undertake activities which will further develop Whitsunday Anglican School as a learning community
- Manage the whole staff professional learning program
- Collaborate with the Head of Staff and Student Development, Heads of Sub-School and Heads of Faculty to organize professional development programs for individual staff members
- Manage the professional learning budget for whole staff
- Undertake research in pedagogy which will benefit the School's teaching staff
- Collaborate with the Head of Staff and Student Development, Head of Operations and Heads of Sub-School in the allocation of staffing and timetabling

TEACHING DUTIES:

- At least 7 periods per cycle

OTHER:

Perform other such duties as are required from time to time by the Principal.

PERSONAL PORTFOLIO (STRATEGIC DIRECTION DRIVERS):

Student: Learning and Teaching

All staff at Whitsunday Anglican School are to:

1. DUTY OF CARE:

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility as detailed in the Safety Management System. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Act as an appropriate role model for students and staff.
- Actively support the School Code of Behaviour and Rules and insist on acceptable standards of behaviour in students and staff.
- Encourage students and staff to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Report irresponsible or improper behaviour to the relevant manager or Head, indicating what action you took.
- Report student or staff problems (academic/work related/personal) to the relevant manager or Head, indicating what action you took.
- Report continuing or significant behavioural problems and academic or work related problems to the relevant manager or Head at the earliest opportunity.
- Be punctual to work and work related commitments.

2. PASTORAL CARE:

Provide supportive and effective Pastoral Care by:

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships.
- Encouraging students and staff to use pastoral care and personal development opportunities provided.
- Reporting students' and staff needs promptly to the relevant manager or Head.
- Ensuring that the School environment remains clean and pleasant.
- Participating in the holistic life of the School.

3. CLASSROOM / CURRICULUM:

Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:

- Teaching the timetable of classes allocated.
- Noting and reporting absent students.
- Supervising other classes as required.
- Striving for good teacher practice.
- Being innovative where appropriate.
- Using technology as a tool for teaching.
- Catering for individual differences (in ability, personality and need) in students.
- Catering for different learning styles.
- Giving students regular feedback (oral and written) on academic performance and behaviour.
- Keeping abreast of changes in your discipline/s methodology and assessment procedures for evaluation and measurement.
- Following School policy in relation to academic matters, including assignments and testing the work programs, and QCAA and government requirements.
- Attending professional development activities to improve teaching and pastoral skills and knowledge.
- Providing reports to parents at meetings, interviews and in writing as required.
- Participate in the Whitsunday Anglican Outdoor Education Program.
- HATS involvement.

4. GENERAL

Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:

- Ensuring daily behaviour reflects the School's ethos and values.
- Fulfilling responsibilities outlined in the School's Child Protection Policy.
- Ensuring records of communication are maintained and provided to other relevant staff members as required.
- Communicating effectively with all teaching staff, parents, students and all other staff.
- Playing an active role in supporting the cleanliness and safety of the school site.
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School.
- Completing an Incident Report Form through the School's system, for all incidents that occur.
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Work Health and Safety Advisor.
- Co-curricular involvement.
- Responsible fulfilment of Hours of Duty

Other duties as may be required from time to time

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.