



POSITION DESCRIPTION

Academic Head (Coordinator 2)

1. Mission Statement

- 1.1. To inspire all learners to aspire to greatness.

2. Role Purpose

- 2.1. The Academic Head is inspired at all times by St John Baptist de la Salle's call to "to touch the hearts and minds of the young people entrusted to their care" and to educate them to become "good Christians and honest citizens";
- 2.2. The Academic Head participates in the effective leadership of the faculty team and particular aspects of the curriculum and the teaching and learning of the College as an integral part of the Oakhill community;
- 2.3. The Academic Head of Faculty is a pre-eminent teacher in the department who fulfils defined delegated authorities in the pursuit of excellence in teaching and learning including, content knowledge, teaching methodology, classroom management, assessment and reporting and professional development.

3. Role Responsibility

- 3.1. Under the direction of the Principal, Academic Heads assist the Assistant Principal -Curriculum in maintaining the high academic standards of the College. Academic Heads are leaders of people and agents of change. They work with, and liaise between, students, staff and parents to facilitate the high academic standards of the College and all responsibilities pertaining to it. They are also responsible for all compliance and administrative responsibilities relating to their faculties.
- 3.2. It is the responsibility of the Academic Head to be familiar with and committed to the realisation of the College Mission and Vision as articulated in the Oakhill Graduate, the Strategic Plan and the Oakhill Learning Framework.

4. Role Accountability

The Academic Head of Faculty is accountable for the following:

4.1. Team Leadership

4.1.1. Exercise effective team leadership for the development and support of an efficient faculty team in line with the Lasallian concepts of collegiality and community that underpin the organisational structure of the College.

4.2. Climate of Excellence

4.2.1. Create a climate of excellence in student academic performance through the establishment of an effective environment for quality learning, teaching, personal best achievement and collaborative relationships between teachers, students and parents.

4.3. Vision

4.3.1. Demonstrate how the College Vision is shared with colleagues ensuring consistency with other faculties and supporting the goals of the Oakhill Graduate and Learning Framework.

4.3.2. Ensure that the College Mission and Lasallian Values are effectively integrated within courses.

4.4. Teaching and Learning

In regard to the teaching and learning that occurs within the department:

4.4.1. Ensure that all subjects and courses have appropriate and effective teaching programs and assessment programs that are aligned with the Oakhill Learning Framework and the NSW Educational Standards Authority (NESA) requirements;

4.4.2. Ensure the department meets NESA requirements for registration and accreditation assisting the Assistant Principal - Curriculum as required;

4.4.3. Develop and manage resources to support the curriculum;

4.4.4. Ensure that members of the faculty are aware of, and compliant with all NESA requirements in regard to course specifications, mandatory hours, and accurate record keeping;

4.4.5. Provide leadership, coaching, mentoring and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies;

4.4.6. Develop differentiated teaching programs to meet the learning needs of all students;

4.4.7. Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander people;

4.4.8. Design and implement teaching activities that support the participation and learning of students with disabilities and address relevant policy and legislative requirements;

4.4.9. Lead and promote the effective, ethical and responsible use of ICT and new learning technologies;

- 4.4.10. Integrate the components of Numeracy, Literacy and ICT into teaching programs as appropriate;
- 4.4.11. Implement effective practices within the faculty for regular monitoring of student progress and academic standards of teaching and learning;
- 4.4.12. Provide opportunities for students who fail to meet the assessment criteria to renew themselves academically;
- 4.4.13. Ensure that all faculty team members have the opportunity to engage in processes that are designed to regularly monitor the academic progress of each student, and the academic standard being achieved by the faculty as a whole;
- 4.4.14. Oversee the reporting process;
- 4.4.15. Facilitate timely, effective and appropriate feedback to students about their achievement relative to their learning goals;
- 4.4.16. Assist in the compilation of a detailed report of academic achievement in the faculty for each student at least once each semester;
- 4.4.17. Ensure that student reports reflect syllabus/program outcomes;
- 4.4.18. Ensure that student reports are accurate before publishing;
- 4.4.19. Ensure that students with poor results are followed-up;
- 4.4.20. Conduct a thorough analysis of HSC results on an annual basis and report results to the Principal and Assistant Principal - Curriculum;
- 4.4.21. Lead the faculty team in effective implementation of an annual review of faculty programs and practices;
- 4.4.22. Use data and work collaboratively with the Assistant Principal - Curriculum to recommend and design enhancements to curriculum;

4.5. Staff Development and Administration

In relation to the operation of the faculty and the effective support and supervision of Team members:

- 4.5.1. Ensure that all new faculty staff members are appropriately inducted and understand the policies and routines of the faculty;
- 4.5.2. Ensure that all faculty staff members are informed about subject specific developments and changes;
- 4.5.3. Work with each faculty staff member to ensure that they engage in the Individual Review and Development System and develop and implement their own professional development plan;
- 4.5.4. Ensure that all faculty staff members engage in appropriate professional development activities to keep them abreast of current developments and best practice in the subject/s in line with the personal professional learning plans and the College Strategic Plan;
- 4.5.5. Meet with each member of the faculty team at least twice each year and to visit faculty members' classrooms regularly;
- 4.5.6. Apply appropriate processes to supervise and support faculty staff in the exercise of their primary responsibilities in regard to classroom management and discipline;

- 4.5.7. Post on College Learning Management System (LMS) all programs including outcomes and assessments;
- 4.5.8. Facilitate regular faculty meetings;
- 4.5.9. Develop and maintain, evaluate and improve teaching programs, registers, marks and assessments;
- 4.5.10. Ensure Assessment programs and the conduct of Assessment tasks comply with NESA requirements and College Policy;
- 4.5.11. Ensure that accurate academic data is maintained on students;
- 4.5.12. In liaison with the Director of Student Learning, co-ordinate and manage examinations;
- 4.5.13. Provide all required data to the Director of Student Learning for submission to NESA;
- 4.5.14. Participate in the College budget process to ensure that the faculty needs are appropriately represented and resourced and that the faculty budget allows for regular upgrading of resources;
- 4.5.15. Oversee all subject-related events and excursions ensuring these are aligned with curriculum requirements and meet relevant WH&S and Risk Management protocols;
- 4.5.16. Provide a departmental report for the College annually;
- 4.5.17. Meet all timelines for examinations, marking, reporting and assessments;
- 4.5.18. Collaborate with, oversee and delegate appropriate tasks to the Assistant Academic Head [for relevant departments only];
- 4.5.19. Liaise with the Assistant Principal - Curriculum on teacher staffing requirements and allocations;
- 4.5.20. Participate in the selection process for the appointment of new faculty staff with the Assistant Principal - Curriculum;

4.6. Students and Parents

- 4.6.1. Ensure that the care and welfare of students is promoted at all times;
- 4.6.2. Support students by liaising with The Director of Student Learning, Pastoral Care, Counselling and Learning Support Staff;
- 4.6.3. Identify and encourage talented students' involvement in extension programs and courses for the gifted;
- 4.6.4. Plan for appropriate and contextually relevant opportunities for parents/caregivers to be involved in their child's learning;
- 4.6.5. Liaise with students, teachers and parents to resolve any subject related matters of concern;
- 4.6.6. Discuss subject related enquiries with students and parents and assist with subject selection advice as required;
- 4.6.7. Provide information to the Assistant Principal (Curriculum) to support Information Nights and relevant publications;
- 4.6.8. Attend and/or present at Information and Presentation Nights as required;
- 4.6.9. Participate in Parent/Teacher nights and parent teacher interviews as required;
- 4.6.10. Participate in College Open Day's;

- 4.6.11. Record and document all interviews with parents, staff and students;
- 4.6.12. Respond to parent enquiries in a timely and professional manner;
- 4.6.13. Refer appropriate matters to relevant staff.

5. All Employees

- 5.1. Adhere to the Safeguarding Standards of the College;
- 5.2. Support the Senior Leadership Team as required in the implementation of the College pastoral and discipline policy;
- 5.3. Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice;
- 5.4. Participate in professional and community networks and forums to broaden knowledge and improve practice;
- 5.5. Teach an appropriate number of periods per cycle;
- 5.6. Take on duties as required to assist the smooth operation of the College such as yard duties and supervision of detentions;
- 5.7. Assist with the implementation of WH&S policies and procedures in the College;
- 5.8. Attend all staff meetings as required.

Completes any other duties from time to time as required at the discretion of the Principal, Deputy Principal, Assistant Principal Pastoral Care, and Assistant Principal Curriculum.