



St Catherine's School

POSITION DESCRIPTION HEAD OF HEALTH AND PE

Department	Health and PE	Reports to	Deputy Principal – Teaching and Learning
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Courage, Persistence, Care, Integrity 'St Catherine's women are women of intellect and influence. A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of care . She will always persevere , even when the path ahead seems challenging. She displays genuine courage at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

Introduction

The Head of Health and PE is an integral role within the Middle Leaders team.

Reporting to the Deputy Principal – Teaching and Learning, the Head of Health and PE is responsible for curriculum development and implementation, staff leadership and mentoring and managing faculty resources, including budgeting.

As a Teacher, the Head of Health and PE must be innovative, passionate, and collegial, and be responsible for providing a classroom environment that is challenging and engaging.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values and traditions and our Culture of Thinking.

SPECIFIC RESPONSIBILITIES

Curriculum Development and Management

- Lead the design and the implementation of the St Catherine's School Head of Health and PE curriculum to ensure alignment with St Catherine's school strategy.
- Coordinate the curriculum activities of the Faculty including documentation of curriculum in line with the Australian curriculum and the School's policies and procedures.
- Lead the faculty in areas of curriculum development, planning, resourcing, assessment, and reporting.
- Ensure that faculty learning programs are sequential and reflect the needs of various groups of students.
- Ensure that current educational changes are adhered to and integrated into curriculum as necessary.
- Advance opportunities for integration of curriculum where appropriate between other faculties to offer opportunities for interdisciplinary learning.
- Prepare resource material for own classes and share resources and ideas with all members of the Faculty as appropriate
- Apply knowledge of contemporary pedagogy to facilitate and enhance learning experiences.
- Differentiate resources, classroom activities & assessments to support all learners.
- Meet all deadlines in relation to assessment and continuous reporting as specified by the Deputy Principal – Teaching and Learning.
- Assess and return student work fairly, efficiently, comprehensively and in a timely manner.
- Work within specified assessment guidelines (following set criteria for the award of grades, following department assessment methodology, including cross marking and the setting of examinations and tests).
- Engage regularly in Professional Development (subject specific and wider educational).

Faculty Leadership

- Develop and extend opportunities for professional learning and collaboration for staff, within and outside the School.
- Inspire and motivate faculty staff in their teaching areas.
- Educate and develop the expertise of faculty staff by ensuring a current knowledge of educational pedagogical changes from Year 7 to VCE level.
- Provide expert advice and leadership in complex learning issues.
- Mentor and support faculty staff, providing leadership and advice, and modelling best practice.
- Develop and maintain a faculty culture that ensures a collegial, professional environment with high levels of staff satisfaction and engagement.
- Mentor staff within the Faculty and, when necessary, formally support graduate teaching members of the faculty in their VIT registration.
- Monitor and manage Faculty members' individual Professional Development programs.
- Participate in the Annual Review system for teachers.
- Ensure that the Faculty resources are fully developed, maintained and implemented.
- Maintain clear lines of communication through conducting faculty meetings with agendas and minutes.

Academic Care

- Be available to give students individual assistance outside of class time, as required.
- Liaise with appropriate staff to develop knowledge and understanding of students at each level and to enhance student outcomes based on the available information.
- Participate in the School's Co-curricular Program.
- Ensure that agreed student learning outcomes are fully achieved.
- Communicate effectively with students, parents, and staff.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Occupational Health and Safety Responsibilities

- Comply with Victorian OHS legislation and the School's OHS policies and procedures.
- Perform duties in a safe manner without risk to their own health and safety, or the health and safety of others including, but not limited to students, other staff, contractors, volunteers, and visitors.
- Report any hazard, incident, injury, or illness as soon as practicable.
- Make OHS a priority, by completing, or contributing to, required risk management plans whilst undertaking tasks in the School's operations.

Key Selection Criteria

- Current VIT Registration.
- Experience in teaching VCE Health and PE.
- Proven VCE performance and outcomes.
- A current knowledge of Australian and Victorian Curriculum imperatives as they impact on Health and PE.
- Demonstrated experience in team leadership and/or coaching.
- Outstanding written, verbal, and interpersonal skills.
- Experience in planning programs, and the management of budgets and resources.
- Demonstrated innovative use of ICT to enrich learning.
- Well-developed classroom management strategies which enhance student engagement and outcomes.
- Knowledge of contemporary pedagogy and a willingness to embrace the St Catherine's Teaching for Thinking culture.
- Demonstrated commitment to supporting and contributing to a collegial environment.
- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent.



St Catherine's School

POSITION DESCRIPTION

HEALTH AND PHYSICAL EDUCATION TEACHER

Department	Health and Physical Education	Reports to	Head of Health and Physical Education
School Charter	As a leading girls' school in Australia, St Catherine's is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom, and integrity.		
Our Vision and Values	School Values: Courage, Persistence, Care, Integrity 'St Catherine's women are women of intellect and influence. A St Catherine's student approaches her dealings with all others with absolute and unwavering integrity . She approaches both her work and the world around her with a sense of care . She will always persevere , even when the path ahead seems challenging. She displays genuine courage at all times.'		
School Motto	<i>Nil magnum nisi bonum</i> - Nothing is great unless it is good.		

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Introduction

The Health and Physical Education Teacher must be an innovative, passionate, and collegial teacher, who is responsible for providing a classroom environment that is challenging and engaging.

It is expected that all staff at St Catherine's will embrace the School's strategic intent and goals, particularly in regard to the School's values and traditions and our Culture of Thinking.

We seek to appoint a highly skilled professional, who embraces school life and contributes to the community.

SPECIFIC RESPONSIBILITIES

- Teach classes as timetabled, ensuring appropriate curriculum delivery and assessment practices in line with the Faculty's curriculum statements and the School's policies and procedures.
- Have good knowledge of effective Health and Physical Education pedagogy.
- Manage and coach one GSV Sport. This involves one before school training session and one after school match per week.
- Attend all Faculty Meetings and staff meetings (regular meetings are held during the year).
- Work closely with and support the work and educational aims of the Head of Faculty.
- Assist with the Faculty's contribution to all School Community events, such as Tour Mornings, Parent Teacher Interviews and a range of Information Evenings as required.
- Engage regularly in Professional Development (subject specific and wider educational).
- Complete all documentation as required, ensuring sound record keeping and management of resources.
- Participate in the Annual Review system for teachers.
- Participate in the School's Co-curricular Program.
- Communicate effectively with students, parents, and staff.
- Show a preparedness to take on coordination of a Year level with the Faculty.

Key Tasks

- Apply knowledge of contemporary pedagogy to facilitate and enhance learning experiences.
- Assist in the design and the implementation of the St Catherine's School Health and Physical Education curriculum.
- Differentiate resources, classroom activities & assessments to support all learners.
- Be available to give students individual assistance outside of class time, as required.
- Meet all deadlines in relation to assessment and continuous reporting as specified by the Head of Faculty and Deputy Principal - Teaching and Learning.
- Assess and return student work fairly, efficiently, comprehensively and in a timely manner.
- Work within specified assessment guidelines (following set criteria for the award of grades, following department assessment methodology, including cross marking and the setting of examinations and tests).
- Participate and assist in the development and planning of Health and Physical Education activities within the team.

Child Safety Responsibilities

- Provide students with a Child Safe environment.
- Ensure and promote the safety of children from diverse backgrounds including children from culturally and/or linguistically diverse backgrounds, Aboriginal children, and children with disabilities.
- Be familiar with and comply with the School's Child Safe policy and Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Participate in the School's Child Safe training programs as required.
- Raise any child safety concerns with the School's Child Safety Champions.

Key Selection Criteria

- Current VIT Registration.
- Experience in teaching VCE Health and PE.
- Proven VCE performance and outcomes.
- Previous experience teaching Health and Physical Education years 7 – 12.
A current knowledge of Australian Curriculum imperatives as they impact on Health and PE.
- Knowledge of contemporary pedagogy and willingness to embrace the St Catherine's Teaching for Thinking culture.
- Well-developed classroom management strategies which enhance student engagement and outcomes.
- An active supporter of and contributor to a collegial work environment.
- Demonstrated innovative use of ICT to enrich learning.
- Willingness to uphold the ethos and values of the School at all times.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties attached to this position. The Position Description is subject to review in response to the changing needs of the School and the development of skills and knowledge of the successful incumbent