

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

2023 Duty Statement

Position:	Secondary Head of Department
Campus:	Wantirna South
Reports Directly To:	Head of Secondary
Responsibility Allowance:	\$4,000 per annum – First Year \$5,000 per annum – Second Year \$6,000 per annum – Third Year onwards
Time Release:	8 periods per two week cycle
Tenure:	1 year

The Head of Department (HoD) will be responsible for developing and maintaining a team committed to optimising the teaching and learning of the relevant academic areas that are represented by staff within that team. Whilst having an active teaching role, the HoD will adopt administrative and leadership responsibilities that complement the work of the Senior Management Team (SMT) of the College. It is expected that the HoD will display and develop his or her leadership skills and act as a resource and as a professional support to the team.

Management Responsibilities:

- Conduct regular team meetings (i.e. fortnightly) and circulate minutes of such meetings
- Prepare and maintain annual curriculum budget(s) pertaining to subject areas within the team, in conjunction with the Director of Teaching and Learning (DoTL)
- Liaise with College's SMT on team-related issues
- Oversee the acquisition, maintenance, control and storage of equipment and resource materials used within and by the teaching team
- Maintain an organised teaching and learning environment for all staff and students within the teaching team
- Maintain courses of study and associated documentation in conjunction with the DoTL
- Maintain all relevant policies, records and other documentation relevant to the teaching team
- Promote the academic interests of the teaching team and its staff and students (e.g. by displaying work, entering external competitions, facilitating careers workshops or presentations in conjunction with the College's Careers Teacher, etc.)

Students Responsibilities:

- Provide the best possible learning environment for the students within the teaching team
- Monitor the progress of students in subjects administered within the teaching team
- Ensure students understand and follow the College's behaviour and discipline requirements
- Assist with the identification of students with special learning needs and liaise with the Learning Enrichment and Program Support (LEAPS) Team regarding the same
- Oversee the academic provisions and modifications for students with special learning needs

Staff Responsibilities:

- Maintain positive morale and professional support within the teaching team
- Leading the teaching team's staff devotions
- Assist teachers with the preparation and planning of lessons, where needed
- Ensure staff are aware of and are utilising, departmental resources within the teaching program
- Ensure that teaching staff consistently and correctly use the College's assessment and reporting policies as they pertain to the subject areas within the teaching team
- Ensure teaching staff consistently and correctly implement the College's Student Management Procedures
- Assist and support staff within the teaching team with their classroom teaching and learning strategies
- Oversee the role of any support staff employed within the teaching team
- Ensure an equitable distribution of teaching team's workload amongst the staff within the team
- Visit classes within the teaching team as part of the Open Classroom program
- Mentor new and existing staff, including non teaching staff
- Conduct an annual staff development review with each team member
- Liaise with the College's SMT to ensure that all staff within the teaching team are professionally developed in a manner that is appropriate to the needs of the teaching team
- Assist staff with the correct interpretation and facilitation of current courses of study
- Oversee the placement and resourcing of student teachers as required by the Head of Secondary (HoS)

Curriculum Responsibilities:

- Ensure that all courses of study within the teaching team are maintained, reviewed and implemented regularly in accordance with the College's curriculum policy
- Advise the HoS, Head of Teaching and Learning (HoTL) and Timetabler of timetable needs, including subject blocking and staffing requirements
- Ensure the preparation of all necessary assessment and examination papers to the required standards and deadlines
- Liaise with other team leaders to ensure a balanced and integrated curriculum throughout the College and to ensure cooperation in the use of resources where appropriate

Authority

- To enact all areas of the above job description, in conjunction with the DoTL and the HoS as required
- To call regular meetings of the teaching team
- To attend the regular meetings of HoDs
- To regularly inspect and hold staff accountable for, the correct and thorough usage of daily work programs or lesson plans; assessment records, course outlines and other course documentation, examinations, reports and other administrative requirements as necessary, (inspect teacher SEQTA pages at least monthly)
- To require information from staff regarding the progress of students.
- To recommend support action with a given teacher in their teaching team if necessary