

Position Description

Position	Head of Faculty (Humanities)
Reports to	Director (Studies) and ultimately the Principal.
Direct Reports	Teaching members of the faculty
Classification	Leadership Level 2 Allowance; Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Type	Full-time, 3 year contract with one possible extension of 3 years
Other	Availability during non-term time periods may be required for this role
Last updated	February 2021

The Role

The Head of Humanities is responsible for the delivery of quality of teaching and learning, and curriculum development in their Faculty with a focus on constantly improving student learning outcomes, as well as the effective use of resources to deliver these exceptional offerings to the students. At Canberra Girls Grammar School (CGGS) teaching at all levels is to be challenging, enriching and supportive of all abilities. Heads of Faculty are expected to be proactive and innovative about curriculum development, the direction of their faculty area/s and have the ability to lead a professional team. The Humanities Faculty encompasses a range of subjects from Years 7 to 12 including Business, Commerce, Economics, Geography, Global Perspectives, History, Legal Studies, Philosophy and Ethics, Religion and Philosophy and Religious Studies. A practitioner of any or a combination of these subjects is welcome to apply for this position.

The Head of Faculty is required to lead and manage all elements of the delivery of the courses offered in their faculty, which includes junior curriculum in Years 7 to 10 and senior IBDP and BSSS curriculum, as well as the associated administration, to manage relationships with key stakeholders, to work collaboratively as part of the Academic Management team of the Senior School and alongside the Pastoral Management team of the Senior School.

Heads of Faculty are seen as key drivers of their faculty's strategic direction, which is established within the boundaries of the School's strategic design, and are responsible for further development of the curriculum, pedagogy and continuous professional improvement of the faculty staff.

Please note that this Position Description should be read in conjunction with the current *Level and Structure for CGGS Academic Staff* document that is published annually.

Duties

It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the position description.

Strategic

The Head of Faculty is responsible for the promotion and forward movement of the Faculty as part of the academic offerings of CGGS. The Head of Faculty is responsible for:

- Demonstrating initiative and insight into the educational offerings of the Faculty.
- Leading the Faculty with clear purpose and direction, in response to best practice in education and latest research in the subject area.
- Strategic thinking and direction of the Faculty, including writing, progressing and reviewing the strategic direction of the Faculty in alignment with the whole school strategic direction.

- Promotion of the Faculty and the School amongst other community groups and tertiary institutions, and providing the students with a range of curricular and extra-curricular opportunities that enhance their learning and assist them in creating a love of the subject.
- Contribute to the strategic vision of the Heads of Faculty Team.

Academic

Knowledge of the International Baccalaureate Diploma Programme is essential, and previous experience will be highly regarded. Knowledge of the Australian Curriculum and BSSS would be highly regarded. Additionally, a commitment to ongoing Professional Learning is required.

Responsible for the Quality of the Academic offerings of the Faculty including:

- Overseeing the planning, delivery, assessment and evaluation of all curriculum models (Years 7-12) including course content; its development and differentiation, implementation and evaluation.
- Quality of teaching within the Faculty; ensuring that high quality education is maintained throughout the Senior School curricula.
- Creating links with organisations and institutions in the ACT, and beyond, to further the learning opportunities for the students.
- Addressing specific student academic concerns.
- Keen interest in, and knowledge of, research into adolescent education for girls.

Staffing

Responsible for the overall leadership of their team including:

- Participation in the selection process for teaching and technical staff.
- Ensure compliance of staff with CGGS policy and procedures.
- Mentoring the teaching and technical team, overseeing appropriate professional development and performance of the all members of the Faculty.
- Chair regular Faculty meetings.
- Day to day management of all members of the Faculty.
- Leading the Faculty with clear direction and initiative, fostering the best from all staff members.
- Overseeing the probation process for new staff in the Faculty.
- Attendance at all Parent-Teacher Interviews to support teaching staff in the Faculty and to be available for parent queries or resolve concerns raised.

Administrative

Responsible for the administrative organisation of the Faculty, including;

- Meeting the compliance requirements of the ACT Education Directorate, ACARA, Board of Senior Secondary Studies and the International Baccalaureate, which includes but is not limited to advising the Director (Academic Administration) about required teaching hours for each course, the preparation and distribution of unit outlines, moderation packages and teacher attendance, portfolios, internal moderation of marking and meshing of subject results.
- The calculation and justification of subject based academic awards/prizes for Presentation Night or other events as required.
- The allocation of students and teachers to classes, as needed (Years 7 – 10).
- Requirements for School Registration including record keeping, spread sheets of marks and grades, student attendance, course modification and curriculum documentation.
- Efficient management of the Faculty budget, including resource allocation and maintenance of capital works (in consultation with the Chief Operating Officer).
- Appropriate WHS practices are met within the Faculty.
- Taking overall responsibility for the Risk Management policy and procedures within the Faculty, as required.

As a member of the middle management team, the Head of Faculty will show loyalty to the School, the Principal and her/his delegates.

Qualifications and Relevant Experience

The successful candidate will:

- Hold at least a Bachelor's degree in a relevant field. Post-graduate qualifications are preferred and highly regarded.
- Be an energetic problem solver who thinks strategically in the pursuit of excellence in academic outcomes.
- Have significant experience in the relevant field and are able to demonstrate considerable leadership ability within their teaching experience, or have previously led staff.
- Demonstrate a high level of subject specific knowledge and understand the rigour required in order to effectively lead a subject faculty of CGGS.
- Be an excellent educator and practitioner who is able to identify strategies for inclusion of all students in a fast-paced and flexible learning environment.

Characteristics, Qualities and Skills

- Possess outstanding communication and organisation skills.
- Be enthusiastic, passionate and driven.
- Have the ability to manage the ebb and flow of the school year.
- Works well under pressure and able to meet time demands.
- Have an ability to work collaboratively and professionally with a diverse range of team members.
- Has experience with data base management skills (preferable but not essential).

As a member of the middle management team of CGGS it is expected that, as much as possible, Heads of Faculty will represent their Faculty and the school at school events throughout the year, including evening and weekend functions.