

Head of Department

Position of Leadership

Classification	POL 3	Time Release	13 periods a fortnight
Appointment Period	3 years (2024 to 2026)		
Scope	Whole School		

*7 period time release for the Head of Languages

Position Purpose

The role of Head of Department is to inspire, motivate and lead the members of their team to facilitate the effective delivery of the curriculum within their subject area and assist classroom teachers in the development of best teaching practice that improves student performance and learning outcomes. The Heads of Department will support and guide teachers in the areas of contemporary pedagogical practice, development of innovative teaching and learning programs and accurate formative and summative assessment, in a way that is aligned with the College's learning agenda.

Reporting Relationships

Position reports to: Head of Student Learning & Programs and Head of Campus (HoC)

Leads/Direct reports: Teachers within Department

Key relationships: College Leadership, Heads of Department, teachers, students and parents, Victorian Curriculum and Assessment Authority (VCAA).

Key Duties & Responsibilities

Include but are not limited to:

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
 - Work collaboratively to monitor and improve learning and teaching;
 - Use data in an ongoing and rigorous way to evaluate the effectiveness of assessment and feedback within the department;
 - Build staff capacity to interpret and action student performance data to improve classroom practise;
 - Organise regular Department meetings and/or workshops, setting agendas in advance, taking minutes, monitoring attendance and following up actions;
 - Facilitate collaborative curriculum planning and development;
 - Ensure that relevant course documents are up to date and accessible on Simon; curriculum is sequential from 7-12 and meets VCAA requirements; assessment tasks are challenging and accessible to all students; and feedback is provided in an orderly and comprehensive manner;
 - Monitor professional learning within the department;
 - Liaise with the Assistant Principal Wellbeing & Development concerning allocation of staff within the department;
 - Lead support staff within Department, as required;
 - Determine book list requirements;
 - Ensure that subject excursions are monitored and planned in accordance with college policies; and
 - Perform other duties as directed by the Principal.
- The Head of Department with specific responsibility for **Religious Education** will also work closely with the Director of Catholic Identity to contribute to liturgies and ensure that resources are well developed and managed.

- The Head of Department with specific responsibility for **Physical Education** will also work closely with the Talented Sports & Sports Enrichment program leader to support students as required.
- The Head of Department with specific responsibility for **Music** will also be responsible for the co-curricular and liturgical music programs at the college.

Other

- Regularly communicate with the community in College publications on matters relating to this role; and
- Creation and management of all related budgets.

All applicants should note that this role description is not intended to be a prescriptive document and therefore *may* evolve as the position develops and forms.

Essential Requirements for the Role

Qualifications & Experience

- Suitable academic qualifications with current VIT registration.
- Relevant experience and or additional qualifications relevant to the role.
- Experience in leading and managing the performance of a team.
- Demonstrated strategic thinking and provision of advice to drive and lead outcomes.
- Accreditation to teach Religious Education or Lead in a Catholic School, or preparedness to work towards.

Personal Attributes & Skills

- Passion and enthusiasm for teaching, with current knowledge of educational theory and practice.
- Demonstrated leadership capacity to realise the strategic vision and mission of the College and inspire others in its achievement.
- Ability to develop capacity in others, through coaching and mentoring.
- Exemplary communication skills.
- Demonstrated understanding of how to lead an effective team.
- High-level ability to be a proactive problem solver and decision maker.
- Demonstrated ability to drive and lead change to build a culture of continuous improvement.
- Excellent organisational and time management skills.
- Exceptional personal standards of honesty, integrity and professionalism, and who remains calm under pressure.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.