



## JOB DESCRIPTION

<b>Position:</b>	Head of HISE
<b>Appointed by:</b>	Principal
<b>Report Directly to:</b>	Director of Life and Learning

### Overview:

The Illawarra Grammar School is a Co-Educational Anglican School located in the Illawarra, catering for students in Preparatory to Year 12.

The School has earned a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is proud to have achieved and is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has excellent student learning outcomes as its core business;
- is holistic in nature;
- equips students with the values, skills and dispositions to make a positive contribution and flourish. • is built around the academic disciplines and is enriched by authentic and connected learning opportunities. • personalises learning to accommodate the individual needs of students; and
- enables aspirational excellence to be achieved by all.

The School's Mission Statement reads...

"The achievement of *academic* excellence in a *caring* environment that is founded on *Christian* belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of the School's Mission and Values Statement is essential.

The position of Head of HISE exists to promote and model outstanding and effective pedagogy and the provision for the academic and intellectual needs for all students. They will be knowledgeable in both NESA and research-based pedagogical best practice. Heads of Department are required to lead, develop and manage the department as well as being part of the Senior School middle leadership team. They must be supportive of a P – 12 perspective, collaborate with other Life and Learning leaders whilst being supportive of the Senior School Executive team and leadership at all levels.

**Position Details:**

Heads of Departments at The Illawarra Grammar School have a pivotal role in the leadership and management of learning and teaching in their particular faculty.

In line with the National Standards for Teachers, a Head of Department will demonstrate the professional knowledge, practice and engagement of Highly Accomplished or Lead Teachers. A Head of Department is directly responsible to the Director of Life and Learning and ultimately responsible to the Head of Senior School and the Principal.

**1. Professional Knowledge**

A Head of Department must model exemplary pedagogical practice and administer, lead and positively influence their team members to ensure they also exhibit highly skilled pedagogical practice.

**Know students and how they learn:**

- a) Encourage exemplary classroom practice by selecting from a flexible and effective repertoire of teaching strategies to suit the physical, social and intellectual development and characteristics of students.
- b) Foster selection and development of teaching strategies to improve student learning using knowledge of the physical, social and intellectual development and characteristics of students.
- c) Expand understanding of how students learn using research and/or workplace knowledge.
- d) Develop models of self-evaluation and assist colleagues in evaluating learning and teaching programs, use student assessment data, and differentiate programs appropriately for the specific learning needs of students across the full range of abilities.
- e) Develop teaching programs that support the engagement, participation and learning of all students.

**Know the content and how to teach it:**

- f) Lead initiatives within the department to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs.
- g) Exhibit innovative practice in the selection and organisation of content and delivery of learning and teaching programs.
- h) Lead the development of learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting requirements.
- i) Develop learning and teaching programs that support the School's Learning Approach. Model high-level teaching knowledge and skills.
- j) work with colleagues to use ICT that improves teaching practice and makes content relevant and meaningful.

**2. Professional Practice**

A Head of Department must model, lead, administer and positively influence the professional practice, departmental culture and actions of their department.

**Administration:**

- a) Implement and maintain processes, structures, resources and documentation within the School to ensure that all staff are informed and equipped to provide quality learning and teaching. All curriculum documentation must reflect NESAs and School policy.
- b) Manage the faculty budget.
- c) Oversee the accurate and timely entry of assessment marks, ensuring that deadlines are met by all teachers in the department, and that reports provide meaningful feedback to students and parents.

**Plan for and implement effective teaching and learning:**

- d) Ensure exemplary practice and high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education.
- e) Oversee exemplary practice and lead colleagues to plan, implement and review the effectiveness of their learning and teaching programs and scope and sequence documents to develop students' knowledge, understanding and skills.
- f) Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking.
- g) Conduct regular reviews of teaching and learning programs and scope and sequences using multiple sources of evidence including: student assessment data, curriculum documents, teaching practices and feedback from students, colleagues and parents / guardians.
- h) Develop and oversee the implementation of a Faculty Development Plan.

**Create and maintain supportive and safe learning:**

- i) Initiate and model strategies and lead colleagues to maintain a quality learning environment by implementing effective classroom management and promoting student responsibility for learning. Act as the first point of referral for classroom discipline.
- j) Contribute actively to the pastoral care and wellbeing provisions for staff and students.
- k) Oversee and implement OH&S standards within the faculty.

**Assess, provide feedback and report on student learning:**

- l) Develop and apply a comprehensive range of assessment strategies to diagnose learning needs, comply with curriculum requirements and support colleagues to evaluate the effectiveness of their approaches to assessment.
- m) Model exemplary practice and initiate programs to ensure colleagues apply a range of timely, effective and appropriate feedback strategies.
- n) Work with colleagues to use internal and external student assessment data to evaluate learning and teaching in the faculty.
- o) Lead the faculty in the construction of accurate, informative and timely reports to students and parents / guardians about student learning and achievement.

**3. Professional Engagement**

A Head of Department must model a commitment to professional learning and lead, administer and positively influence their team members to continuously seek improvement.

**Engage in professional learning:**

- a) Use the Australian Professional Standards for Teachers to plan personal professional development goals, support colleagues to identify and achieve personal development goals and pre-service teachers to improve classroom practice.
- b) Actively participate in school-based professional learning and growth and development programs.
- c) In partnership with the Head of Senior School, initiate collaborative relationships to expand professional learning opportunities and engage in research.
- d) In partnership with the Director of Life and Learning, implement professional dialogue within the department, school and middle leadership team that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students.

### **Engage professionally with colleagues, parents/guardians and the community:**

- e) Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning.
- f) Oversee performance review processes for new and underperforming teachers and appraisal process for department staff.
- g) Actively contribute to Heads of Department Team Meetings and collaborate with other Heads of Department.
- h) Model exemplary behaviour and exercise informed judgments in all professional dealings with students, colleagues and the community.
- i) Initiate, develop and implement relevant policies and processes to support colleagues' compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities.
- j) Demonstrate responsiveness and sensitivity in all communications with parents / guardians about their children's learning and wellbeing.
- k) Contribute to professional networks and associations and build productive links with the wider community to improve teaching and learning.
- l) Engage and lead in whole school initiatives and implementation of the School's Strategic Vision.

#### **4. Skills and Attributes**

Heads of Department are enthusiastic, motivated and dynamic leaders with:

- a) A demonstrated commitment to the School's Mission and Values Statement and the achievement of the strategic plan.
- b) Exceptional Leadership skills and/ or are authentically reflective practitioners with a commitment to professional learning and development.
- c) The ability to promote a positive culture, mentor and coach staff and build a strong team.
- d) A commitment to innovation, growth and improvement and future planning.
- e) Proficiency in /Capacity to manage finance, resources and personnel as well as strategic planning skills.
- f) Demonstrated ability to build strong relationships with staff, students, parents and the wider community.
- g) Superior knowledge and experience in HSIE subjects. Legal Studies an advantage,
- h) A passion for lifelong learning.

**Judi Nealy**

**Principal**

October 2021