

## JOB DESCRIPTION

**Position:** Head of Social Sciences

**Appointed by:** The Principal

**Report Directly to:** Head of Academics

**Effective Date:** Term IV 2025

### 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 is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

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

- has rigorous student learning as its core business
- is built around the pursuit of academic excellence, and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

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 are essential.

**Position Details:**

Heads of Department at The Illawarra Grammar School hold a pivotal role in the leadership and management of learning and teaching in their particular department. As a member of the Middle Leadership Team, they work closely with the Heads Team to deliver outcomes in line with the current strategic plan.

The Social Sciences Department at Illawarra Grammar Is responsible for the following academic areas: Geography (Stages 4 - 6), Commerce (Stage 5), Business Studies (Stage 6), Economics (Stage 6), Legal Studies (Stage 6).

**1. Teaching and Learning**

The Head of Department will:

- Have expertise in at least one academic area within the department
- Model and lead exemplary classroom practice
- Lead the development of evidence-proven teaching strategies to improve student learning
- Keep abreast of key educational developments and, in doing so, encourage professional development and dialogue among the department and Middle Leadership Team
- Lead the use of internal and external student assessment data to evaluate learning and teaching in the department
- Develop and lead pedagogy, teaching programs, and assessment practices that promote rigorous learning and high standards
- Lead colleagues to plan, implement and review the effectiveness of their learning and teaching programs, scope and sequences and assessment programs
- Model and lead exemplary feedback practices to ensure colleagues apply a range of timely, effective and appropriate feedback strategies
- Lead and foster a culture of high standards and expectations for staff and students
- Be aware of emerging trends in Social Sciences and identify opportunities to further the relevance and impact of Social Sciences at Illawarra Grammar
- Model and lead a quality learning environment by implementing effective classroom management strategies to ensure Social Sciences lessons maximise student learning
- Work with colleagues to use internal and external student assessment data to evaluate learning and teaching in the department.

**2. Administration**

The Head of Department will:

- Ensure that syllabus requirements and assessment procedures for all academic areas within the department are compliant, and all departmental curriculum documentation is accurate, aligned, up-to-date and in line with the expectations of the School and NESA
- Manage the department budget
- 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
- 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
- Lead the department in the construction of accurate, informative and timely reports to students and parents / guardians about student learning and achievement
- 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
- Oversee and implement WHS standards within the department.

### 3. Professional Learning

The Head of Department will:

- Use the School Colonnade Model to plan personal professional development goals in line with the strategic priorities of the School
- Lead department professional learning initiatives in line with the direction and strategic priorities of the School
- Participate in School-based professional learning and development programs
- Initiate collaborative relationships to expand professional learning opportunities and engage in research
- Implement professional dialogue within the department, School and Middle Leadership Team that is informed by feedback and analysis of current research and practice to improve the educational outcomes of students
- Advocate, participate in, and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning.

### 4. School

The Head of Department will:

- Work in close partnership with the Head of Academics to ensure alignment between School and department priorities
- Work in consultation with the Head of Academics to administer performance review processes for new and underperforming teachers and appraisal process for departmental staff
- Actively contribute to Middle Leadership Team meetings and collaborate with other members of the Middle Leadership Team to support the strategic priorities of the School
- Model exemplary behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community
- Demonstrate professionalism in all communications with parents / guardians about their children's learning.
- Contribute to professional networks and associations and build productive links with the wider community to improve teaching and learning
- Engage in, and lead, whole School initiatives and the implementation of the School's Strategic Plan.

### 5. Skills and Attributes

The Head of Department will:

- Demonstrate commitment to the School's Mission and Values Statement and the achievement of the strategic plan
- Possess exceptional leadership skills and be an authentically-reflective practitioner with a commitment to professional learning and development
- Actively promote and lead a culture of high expectations
- Build professional and productive relationships with staff, students, parents and the wider community.
- Be an expert and enthusiastic Social Sciences teacher.

### 6. General

The Head of Department will:

- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Be well informed and comply with the School's obligations in relation to child protection
- Adhere to the School's professional dress code for staff

Attend all relevant staff meetings, assemblies, chapels, staff professional learning days and any other events as directed by the Principal

- Promote high standards in student behaviour and their personal presentation in line with the expectations of the School
- Always demonstrate appropriate professional relationships with colleagues
- Be familiar and compliant with all Illawarra Grammar policies and procedures
- Be loyal to the School and publicly supportive of the Principal's decisions.

These responsibilities are intended as a guide to illustrate the specifics of the role. They are not intended as an exhaustive list and may change at the discretion of the Principal.

**Working Conditions:**

- This position will necessitate some out-of-hours work on weekends and evenings as required.
- Employment will be subject to the provisions of the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021* or any industrial agreement that replaces that award.
- A mandatory Child Protection check will apply.

**Dr Julie Greenhalgh**

**Principal**

June 2025