



Mount St Benedict College

Role Description

Job Title: Assistant Head of Department

Reporting to: The Assistant Head of Department is responsible to the Principal through the Head of Department and the Assistant to the Principal, Dean of Curriculum.

The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The Assistant Head of Department is responsible for assisting the Head of Department in the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student.

The Assistant Head of Department assists in the leadership and management of the Department and deputises for the Head of Department when required.

The Assistant Head of Department has delegated responsibility from the Principal for assisting in the development and articulation of the Department Vision, in line with the College's Mission and Vision.

Role Accountability

The Assistant Head of Department will assist the Head of Department in the development and support of a cohesive and efficient Department Team in line with the organisational structure of the College. The Assistant Head of Department is responsible for:

1. Climate of Excellence:

Encouraging a culture of personal excellence in student academic performance through the collaborative relationships among teachers, students and parents and the promotion of an effective climate of quality teaching and learning.

2. Vision:

- 2.1 Collaborating with the Head of Department in the development and articulation of the Vision, Goals and Strategies for the operation of the Department Team
- 2.2 Assisting the Head of Department to ensure that the members of the Department Team have opportunities to develop an understanding of their Department Vision.

3. Curriculum Leadership (In regard to the teaching and learning that occurs within the Department):

- 3.1 Assisting teachers in the development and implementation of a variety of best practice teaching and learning strategies.
- 3.2 Working in collaboration with the Head of Department to ensure that teachers have appropriate support for students with special needs and particular gifts and talents so that these students are appropriately identified, supported and challenged.
- 3.3 Assisting in the follow-up of students' results by subject teachers and ensuring that students are given the opportunity to improve themselves academically and have ample opportunities to achieve the desired outcomes of the course.
- 3.4 Ensuring that student reports reflect syllabus/program outcomes.
- 3.5 Assisting in the promotion of the Department in the broader College community.

4. Management and Administration of the Head of Department (in relation to the operation of the Assistant Head of Department and the effective assistance to the Head of Department):

- 4.1 Assisting the Head of Department in ensuring that all new Department staff members are inducted into the vision, policies and procedures of the Department.
- 4.2 Engaging in ongoing Professional Development to keep abreast of subject specific developments and changes.
- 4.3 Assisting in the developing and monitoring of programs and central registers for the recording of accurate information.
- 4.4 Assisting in the checking of the accuracy and appropriateness of the Department staff members' Reports.
- 4.5 Collaborating with staff members to ensure that they are adequately supported in the development and implementation of effective pedagogy and classroom management practices.
- 4.6 Assisting the Head of Department in organization and management of excursions, field trips, external bookings, competitions and other co-curricular activities.
- 4.7 Assisting the Head of Department with other administrative tasks as requested.

Appraisal/Review Conditions

The Assistant Head of Department will undergo a Performance Review in accordance with College policy. In addition they will work in collaboration with the Head of Department to set individual and Department goals on a yearly basis.