



Mount St Benedict College

Role Description

Job Title:	Head of Department
Reporting to:	College Principal through the Assistant to the Principal, Dean of Teaching and Learning
Direct Reports:	Teachers in their Department

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 Head of Department is a member of the College Teaching and Learning Team. Heads of Department carry the primary responsibility for the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student.

The Head of Department exercises leadership and management of their Department, which is responsible for the development, and implementation of a particular aspect of the College curriculum and the promotion of excellence in teaching and learning.

As the leader of a particular Department, the Head of Department has delegated responsibility from the Principal for the development and articulation of the Department Vision, in line with the College's Mission and Vision. The Head of Department is expected to ensure that the College Mission and Vision are effectively integrated within the courses and classroom management practices within their Department.

Role Accountability

The Head of the Department will exercise effective team leadership for the development and support of a cohesive and efficient Department Team in line with the organisational structure of the College. The 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 members of the Department Team in the development and articulation of a Department Vision, Goals and Strategies for the operation of that Team.
 - 2.2 Ensuring that the members of the Department Team have opportunities to develop an understanding of their Department Vision.
 - 2.3 Sharing the Department Vision with colleagues on the College Curriculum Team in order to work collectively for a consistency of expectation of students and teachers across all Departments.
3. Curriculum Leadership (in regard to the teaching and learning that occurs within the Department):
 - 3.1 Providing leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies and, where appropriate, to visit the Department members' classrooms.
 - 3.2 Working in collaboration with the Teaching and Learning Resource Team 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 Implementing effective practices within the Department for the regular monitoring of student progress and academic standards.

- 3.4 Ensuring that the members of the Department Team are aware of, and compliant with, all Board of Studies requirements in regard to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping.
 - 3.5 Working closely with the Dean of Teaching and Learning in development of the College's Curriculum Policies.
 - 3.6 Overseeing the follow-up of students' results by subject teachers and ensure that students are given the opportunity to improve themselves academically and have ample opportunities to achieve the desired outcomes of the course.
 - 3.7 Leading the Department in the implementation of the ongoing collaborative review of Departmental programs and practices.
 - 3.8 Overseeing courses offered within the Department in regard to the provision of appropriate academic challenge for each student.
 - 3.9 Ensuring that student reports reflect syllabus/program outcomes.
 - 3.10 Working closely with the Head of IRC (Information Resources Centre) to ensure that the Head of Department has access to appropriate information resources.
 - 3.11 Overseeing the promotion of the Department in the broader College community.
4. Management and Administration (in relation to the operation of the Department and the effective support and supervision of Team members):
- 4.1 Ensuring that all new Department staff members are inducted into the vision, policies and procedures of the Department.
 - 4.2 Working with all Department staff members to ensure that they engage in ongoing professional review, and are informed about subject specific developments and changes.
 - 4.3 Meeting with each member of the Department so they can develop and implementing their own professional development plan.
 - 4.4 Checking the Department staff members' use of programs and central registers for the recording of accurate information.
 - 4.5 Checking the accuracy and appropriateness of the Department staff members' Reports.
 - 4.6 Collaborating with all Department staff members to ensure that they are adequately supported in the development and implementation of effective pedagogy and classroom management practices.
 - 4.7 Facilitating regular Department meetings.
 - 4.8 Participating in the College budget process to ensure that the Department needs are appropriately represented to allow for regular upgrading of resources.
 - 4.9 Ensuring that appropriate booklists and stationery lists are developed for each subject in line with Department and College policy.
 - 4.10 Overseeing and assisting the IRC Coordinator with a stock take of the Department resources biannually.
 - 4.11 Contributing to the process of allocating students and teachers to classes where appropriate.
 - 4.12 Participating in the selection process for the appointment of new Department staff members.
 - 4.13 Overseeing excursions, field trips, external bookings and the use of guest speakers.
 - 4.14 Ensuring that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices and therefore liaising with the Dean of Teaching and Learning and the Principal in relation to course viability.
 - 4.15 Assisting the Dean of Teaching and Learning in the enrolment process of students.
 - 4.16 In Faculties with practical courses, ensuring that occupational health and safety requirements and practices are met by overseeing the safe, clean and tidy work practices, equipment, materials for students.
 - 4.17 In Faculties with practical courses, supervising the work of any ancillary staff and to oversee specific requisitioning and maintenance of equipment which support student learning.
 - 4.18 Preparing, where applicable, submissions for Specific Purpose funding and the subsequent accountability reporting in consultation with other relevant stakeholders in the College.
 - 4.19 Assisting in ensuring that all department activities comply with relevant statutory requirements e.g. Child Protection, WHS, Chemical Safety etc.
5. Professional Development:
- 5.1 Attending appropriate meetings including relevant network meetings.

- 5.2 Promoting Professional Development opportunities for Department Staff.
- 5.3 Engaging in relevant Professional Development to keep abreast of educational changes.
- 5.4 Ensuring all Department Staff access appropriate Professional Development.

Appraisal/Review Conditions

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