



Position Description

POSITION TITLE: Head of Department

MAIN PURPOSE OF JOB: Overseeing and supporting teachers within a department with their planning, assessment, reporting and resourcing responsibilities.

DIRECTLY RESPONSIBLE TO: Deputy Principal: Head of School

KEY RESPONSIBILITIES:

Responsibilities articulated in the Enterprise Agreement and Code of Conduct apply to all staff.

A **Head of Department** has diverse responsibilities which include:

Curriculum

- Approve all Unit Plans and Assessment Tasks.
- Support teachers in their development of online learning using Learner.Link, as appropriate.
- Assist in the organisation and storage of curriculum and assessment documents, both hard copies and e-copies.
- Ensure moderation of assessment results is carried out.
- Ensure final assessment results are uploaded to Edumate on time.
- Support teachers in assigning grades on Semester Reports.
- Support teachers in selecting resources to use and purchase.

Leadership

- Teach classes as required, modelling excellence in teaching practice.
- Be alert to current professional issues and trends.
- Provide timely feedback to their supervisor about all matters related to the College, including regular reports about the school's performance against agreed goals.
- Contribute to College wide and school specific strategic planning and the development and implementation of school policies and procedures.
- Assist in preparing for and running staff meetings.

ESSENTIAL QUALITIES / QUALIFICATIONS / SKILLS:

- Consistent with the Biblical basis of the College and with God's enabling, live as God's servant, bringing His Kingdom to earth. (Matthew 6:9-14, Matthew 22:37-39, Matthew 28:18-20)
- Accept and uphold CCM's [Statement of Faith](#).
- Be committed to the Ethos, Mission, Vision and Policies and Procedures of the College as they relate to the scope of their position.

A Head of Department needs to:

- ✓ Be a person of Christian faith and integrity.
- ✓ Teach from a Christian World view.
- ✓ Be registered with the Queensland College of Teachers
- ✓ Act consistently within the framework of the College's Policies and Procedures, as they relate to the scope of their position.
- ✓ Demonstrate the practice of:
- ✓ Enjoying working with children / young people.
- ✓ Being patient in dealing with students of differing abilities.
- ✓ Communicating simply and clearly to staff, students and families.
- ✓ Demonstrating knowledge of current and expected future curriculum and teaching practices for disengaged students.
- ✓ Having effective organisational skills.
- ✓ Committing to ongoing computer literacy development to lead the appropriate planning, administrative and teaching requirements.
- ✓ Committing to personal and professional growth.

All staff are to ensure conformance to CCM values and policies in relation to workplace health and safety, striving towards zero harm. This will involve:

- Promoting within your sphere of influence the importance of health and safety in the workplace
- Being vigilant and alert to potential and actual safety risks and hazards in the workplace and taking appropriate actions
- Embracing an active reporting culture of hazards, incidents and near misses
- Fostering a positive safety culture through being vigilant for the safety of yourself and others and not hesitating to intervene to prevent an unsafe act or condition
- Wearing Personal Protective Equipment (PPE) where required
- Understanding and following approved safety related policies and procedures.