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ST BRENDAN'S COLLEGE

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Head of Department POSITION DESCRIPTION

Position Information

Position Title:	Head of Department
Classification:	Tier Dependent on Department
Status	Continuing
Employment Type	Full-time
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026
Reports To:	Assistant Principal - Teaching, Learning & Innovation

Employment Information

Employer	Edmund Rice Education Australia Colleges Ltd
School:	St Brendan's College, Yeppoon
Location:	139 Adelaide Park Road, Yeppoon QLD 4703

Further Information

For further information about the role, please contact the Human Resource Manager, Anne Campbell on (07) 4939 9403 or at humanresources@sbc.qld.edu.au

Purpose

To provide exceptional and strategic leadership to the team responsible for delivering and developing the curriculum.

Qualifications

A bachelor's degree in education or an undergraduate degree and suitable post graduate qualifications, to meet the Queensland College of Teachers registration requirements

Primary Responsibilities

- Manage the planning, preparation and delivery of teaching and learning programs consistent with (Professional Standards for Teachers; Australian Curriculum Assessment & Reporting Authority (ACARA) curriculum and Queensland Curriculum and Assessment Authority (QCAA) guidelines.
- Contribute to the decision-making processes regarding teacher selection, teaching loads and subject allocations for the faculty.
- Support new and beginning faculty members (teachers) with induction programs, peer observations and guidance.
- Use and implement the College Pedagogical framework and Behaviour Management processes to ensure a calm and supportive learning environment for faculty staff.
- Manage the faculty budget to ensure effective allocation and monitoring of funds.
- Coordinate and maintain materials and equipment purchases and repairs.
- Undertake performance reviews of faculty staff.
- Conduct in-house professional development sessions for faculty staff in targeted areas.
- Interpret syllabus documents and develop engaging and innovative teaching, learning and assessment plans.
- Oversee the assessment, recording and reporting of student results.
- Collect and interpret faculty data, including student data and implement changes to practices as required.
- Quality assure the QCAA processes of endorsement, confirmation and verification.
- Promote and advertise course offerings to students and parents.
- In consultation with the Assistant Principal Teaching, Learning and Innovation, be responsible for the preparation for audits and external reviews such as the Non-State Schools Accreditation Board (NSSAB).
- Participate in Peer Mentoring and Peer Observation processes as part of the College professional development program.
- Demonstrate leadership in the classroom, inspiring and motivating students to achieve their potential.
- Ensure the safety and well-being of students, adhering to safeguarding policies and practices.

Key Performance Areas

- Collaborate with staff to create a culture that enables high performance, high expectations and high levels of student engagement.
- Develop a faculty culture that promotes collaboration and collective teacher efficacy.
- Demonstrate exemplary teaching and assessment practices and support faculty members to improve their content knowledge and utilisation of evidence informed teaching and assessment strategies.
- Lead processes to analyse data and evaluate the effectiveness of teaching, learning and assessment practices to identify and implement strategies for improvement.
- Establish and maintain productive and professional relationships with colleagues, students, parents and wider College stakeholders.

Essential Criteria

- Queensland College of Teachers Registration.
- Ability to teach up to and including the General Syllabuses of the faculty area.
- Demonstrated experience of QCAA subjects and requirements.
- Demonstrated leadership in curriculum and pedagogy.
- Extensive knowledge and expertise in current pedagogical philosophy and practice in the context of the Australian curriculum.

Additional Factors

- The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- The College reserves the right to modify or adjust the Position Description to meet its operational and strategic needs.

Employment at St Brendan's College

All employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with the Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and EREA policies, procedures and practices
- Adhere to the EREA Code of Conduct and St Brendan's College policies and procedures
- Be familiar with and work towards achieving the goals outlined in the Strategic Plan
- Be supportive of the religious, social, cultural and sporting programs of the College
- Have knowledge/awareness of Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.

Child Safeguarding Responsibilities

- EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.
- It is our commitment to ensure that every student is kept safe and free from all forms of harm and abuse.
- EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.
- You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card.

Agreement

I acknowledge that I have read and understood the duties, expectations, and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name:

Signature:

Date: