

# Role Description

## Head of Department - History

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**Reports to:** Head of Teaching and Learning, Principal

**Overall:** The Head of Department - History takes responsibility for the teaching and learning of his/her subject area within the School, and the professional development and care of the staff within the Department.

### **Essential Attributes:**

#### **The Head of Department will have:**

- Extensive expertise in the subject area
- A love of learning
- The ability to work as part of a team and to build a team
- Excellent leadership, organisational and time management skills
- Well-developed problem-solving skills
- Clear and effective oral and written communication skills

#### **In managing the Department, the Head of Department:**

- has oversight of all aspects of the operation of the Department
- works in close partnership with staff to ensure that the subject specific curriculum is fully realised
- manages the departmental budget and ensures that the Department is appropriately resourced
- keeps staff informed of School-based activities and requirements
- develops curricula in line with the needs of the students and developments in NSW education
- oversees all departmental administrative tasks and documentation in a timely and accurate fashion
- tracks student progress and achievement in conjunction with the Dean of Academic Care
- oversees the resolution of any WHS matters
- attends Head of Department meetings.

#### **For NESA, the Head of Department:**

- liaises with the Principal and senior staff to ensure that all School policies, NESA registration and accreditation requirements and Work Health and Safety regulations are met
- develops teaching programs and assessment processes which comply with NESA syllabus requirements and NESA registration and accreditation requirements
- supervises the development of scope and sequence documents and detailed programs for each year/stage and ensures that these are based on current curriculum documents
- oversees the preparation of assessment tasks or test papers that mirror both the syllabus and the prepared programs for each year/stage
- maintains a regular review process with staff about the implementation, scope and sequence, timing and success of teaching programs and resources
- oversees the timely preparation of all department material required for NESA registration and accreditation processes.

#### **In leading the Department, the Head of Department:**

- models outstanding teaching and pastoral care of students
- makes decisions for the Department based on quantitative and qualitative data
- stays abreast with current issues and developments associated with effective teaching and learning including differentiation and feedback
- promotes positive and informative communication within the Department

- enhances and strengthens subject expertise and the delivery of quality teaching and learning, including the use of effective ICT strategies
- investigates the professional development needs of the department, explores professional learning opportunities, encourages department staff to undertake professional learning, and values the professional growth and learning of the staff
- promotes a positive, professional and collegial workplace environment
- takes responsibility for the welfare of the staff within the Department
- mentors teachers new to Meriden and/or new to teaching, especially during the Induction period
- completes professional conversations in a positive and timely manner
- demonstrates a clear understanding of the pastoral and learning needs of girls
- attends to the welfare of students studying within the Department in conjunction with the Year Coordinator and the Dean of Academic Care
- assists the Principal when required in the selection of department staff
- models the Christian ethos of the School and promotes the values of the School
- implements the Fidelis Model within the Department.

**In representing the School, the Head of Department:**

- contributes to the activities of the whole School community
- communicates positively with parents, as required
- promotes opportunities for effective learning by the students outside the School
- represents the School in a professional manner at all times
- is active in the relevant professional associations, as appropriate
- models the values of the School
- works proactively to promote the School.

**In assisting the Principal, the Head of Department:**

- sees herself/himself as the Principal's representative within the Department, and acts accordingly
- keeps the Principal informed of staffing issues in a timely and frequent way
- contributes actively to the promotion of the Christian message
- undertakes such other duties as may be required by the Principal
- works in a spirit of good will for the benefit of the School and its students and staff
- is loyal to the Principal and publicly supportive of her decisions.