

# Role Description

## Head of Department – Christian Education and Assistant Chaplain, Maternity leave

---

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

**Status:** Full-time, 12month Maternity leave

### **Role Purpose:**

The Head of Department takes responsibility for the teaching and learning of the subject area within the School, and the professional development and care of the staff within the Department. As an Assistant Chaplain, he/she also assists the Chaplaincy team in building strong faith through evangelism, discipleship and training within the School.

### **Professional Responsibilities:**

Head of Department

- Oversee of all aspects of the operation of the Department and make decisions for the Department based on quantitative and qualitative data
- Lead and supervise the development and implementation of innovative and effective Christian Education and Studies of Religion curricula, in line with the needs of the students and developments in Australian education
- Foster a collaborative approach to teaching and learning within the Department, and value the ongoing professional development of all staff within the Department
- Model outstanding teaching and pastoral care of students
- Promote a positive, professional and collegial workplace environment and take responsibility for the welfare of the staff within the Department
- Promote positive and informative communication within the Department, and keep staff informed of School-based activities and requirements
- Liaise with the Head of Junior School about the teaching and learning of Christian Education in the Junior School, as appropriate
- Engage with other Heads of Department and other senior staff to embed a Christian worldview in teaching and learning across the school
- Liaise 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
- Manage the departmental budget and ensure that the Department is appropriately resourced
- Attend Head of Department meetings

Assistant Chaplain

- Plan, prepare and lead engaging student Bible studies, integrating theology, education and ministry practice
- Provide proactive pastoral care and support for students and staff
- Communicate effectively and persuasively in a variety of contexts, including preaching.

## Essential Attributes:

- Model authentic Christian faith and character
- Be theologically and pastorally astute
- Have extensive expertise in the subject area
- Have a proven ability to teach the Bible winsomely and engagingly to students
- Demonstrate excellent leadership, organisational and time management skills
- Demonstrate well-developed problem solving skills
- Demonstrate clear and effective written and oral communication skills.

## Personal Qualities:

- 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
- 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
- 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
- A willingness to embrace and enhance the Christian ethos and practice of Meriden, as an independent Anglican School for girls
- Loyal to the Principal and publicly supportive of her decisions.