

Role Description

Dean of STEM, Junior School

Reports to: Head of Junior School

Teaching/Pastoral Load: Determined by the Head of Junior School

The primary role of the Dean of STEM is to oversee the STEM teaching and learning practices and the integration of ICT in the Junior School. The Dean of STEM works collaboratively with the Dean of Curriculum to ensure there is consistency across the Key Learning Areas.

Leadership

The Dean of STEM contributes to the leadership of the Junior School in all areas – academically, pastorally, cocurricularly and spiritually. This includes attending staff prayer meetings, publicly praying as required, reading Bible devotions as required, and modelling a Christian lifestyle.

Attendance at and contribution to leadership discussions and meetings are inherent to the role.

The Dean of STEM attends all formal Junior School functions in a leadership capacity and attends informal school functions as often as possible. Attendance at functions is determined in consultation with the Head of Junior School.

Professional Responsibilities:

- Maintain knowledge and understanding of current syllabus requirements and their implementation, and the Fidelis Model and its implementation
- Prepare and deliver academically rigorous elective professional learning
- Guide staff in the use and application of The Fidelis Model in STEM
- Guide staff in the transformative use of technology to enhance teaching and learning across the curriculum.
- Facilitate the development of STEM scope and sequence documents
- Lead the development, implementation and evaluation of differentiated STEM teaching programs
- Foster and model the integration of a Christian world view and perspectives in STEM teaching programs
- Work collaboratively with the Dean of Pastoral Care to ensure that Digital Citizenship programs are embedded in the curriculum
- Ensure curriculum practices in STEM subjects meet NESA requirements for registration including the appropriate time allocations and the retention and storage of documents
- Analyse and use external and internal assessments data to improve STEM teaching practices and outcomes for students
- Promote evidence-based pedagogical practices and provide feedback to teachers
- Promote and lead the use of Science and Mathematics learning progressions and ensure skills continua are appropriately sequenced across the year groups

- Contribute to budget proposals and the selection of educational resources
- Manage the STEM Teacher's Aide
- Develop and implement initiatives to promote STEM to students and the Meriden community
- Oversee the development of the Specialist Teacher timetable
- Oversee the administration of external online assessments (ICAS, NAPLAN etc.)
- Ensure the maintenance of digital records including programs, registers and minutes of meetings
- Oversee the technological requirements of the preparation of Student Reports
- Oversee the elements of Student Reports pertaining to STEM subjects
- Organise the booking system for Student/Parent/Teacher Interviews
- Collaborate effectively with the Director of IT to ensure quality of ICT services in the Junior School
- Attend meetings of, and for, the Junior School Executive and carry out delegated duties
- Chair meetings, take minutes, and keep the Head of Junior School informed of issues
- Carry out, as required, reasonable general and/or emergency duties as requested by the Principal or Head of the Junior School
- Coordinate a year group as required by the Head of Junior School.

Personal Attributes and Skills:

- Is organised, efficient, discreet, discerning and kind
- Has effective written communication and public speaking skills
- Willingly embraces and enhances the Christian ethos and practice of the School
- Is loyal to the Head of Junior School and Principal and publicly supports their decisions.