

Role Description

Head of Department – Science

Reports to: Head of Teaching and Learning

This is a full-time leadership role responsible for the strategic direction, management, and professional leadership of the Science Department at Meriden. The Head of Department is an innovative educator, who will lead a collaborative team of staff and works to ensure high-quality teaching, learning, and student outcomes across all Science subject areas. The role requires a balance of curriculum leadership, staff development, and administrative oversight.

Responsibilities:

- Oversight of all aspects of the daily operation of the Science Department, ensuring effective organisation of teaching areas and science laboratories
- Lead team of Science teaching and laboratory staff and keep staff informed of school activities and requirements/ responsibilities
- Liaise with the Head of Teaching and Learning and other senior staff to ensure that all School policies, NESA registration and accreditation requirements are met
- Oversee all departmental administrative tasks and documentation in a timely and accurate fashion
- Develop teaching programs, scope and sequence documents and assessments which comply with NESA syllabus requirements and NESA registration and accreditation requirements
- Coordinate assessment schedules, moderation processes, and reporting to ensure accuracy and consistency
- Oversee the timely preparation of all department material for submission to NESA registration and accreditation processes as required from time to time
- Manage and monitor the Science Department budgets, resources, and inventory
- Ensure compliance with all safety (WHS) requirements within practical learning environments, including staff training and student procedures
- Track student progress and achievement in collaboration with the relevant senior and pastoral staff
- Stay abreast with current issues and developments associated with effective teaching and learning to best support student learning
- Oversee the implementation of excursions, incursions, and industry engagement opportunities, ensuring educational value and compliance
- Investigate and plan for the professional development needs of the department, explore professional learning opportunities, encourage department staff to undertake professional learning, and value the professional growth and learning of the staff in the Department
- Delegate tasks and responsibilities to the two Assistant Heads of Department as required, providing professional mentoring to these staff in their leadership development
- Mentor teachers new to Meriden and/or new to teaching, especially during the induction period
- Complete Professional Growth conversations with staff each semester
- Attend Head of Department Meetings and Middle Leaders professional development
- Meet fortnightly with the Head of Teaching and Learning

- Develop and implement long-term strategic plans and direction for the Science Department, in consultation with the Head of Teaching and Learning and ultimately the Principal.

Essential Criteria

- Models outstanding teaching and pastoral care of students
- Is an innovative and highly collaborative leader
- Promotes positive and informative communication within the Science Department
- Demonstrated expertise in one or more Science subject areas, with a preference for Physics and Chemistry at a Stage 6 level
- Proven leadership experience or capacity to lead a team effectively and confidently
- Provide strong instructional leadership to staff, including mentoring, coaching, and support
- A thorough understanding of the NSW Education Standards Authority (NESA) / Australian Curriculum requirements
- High-level understanding of WHS requirements in practical teaching environments
- Demonstrated capacity to lead curriculum development and improvement initiatives
- Willingness to contribute to whole-school initiatives and priorities as a member of the middle leadership team
- Commitment to fostering a positive, collaborative, and high-performing departmental culture.

Other Skills and Attributes

- Highly developed written and verbal communication skills
- Strong organisational and administrative capability
- Demonstrates advanced ICT skills and the ability to lead technology integration
- Excellent interpersonal skills with the ability to build and sustain relationships
- Displays initiative, flexibility, and problem-solving capability
- Possesses a deep understanding of contemporary pedagogy and educational trends
- Represents the School professionally, maintaining high standards of conduct and work ethic
- Supportive of the School's Christian ethos and values, implementing the Fidelis Model in practice
- Loyal to the School and the Principal.