

Role

It is an expectation that a person holding a position of added responsibility at the College is able to provide significant leadership to the staff and community at all times, in accordance with the College ethos, policies, and Strategic Plan. Staff who take on the leadership of Secondary learning areas will play a key role in working with other staff to promote positive learning outcomes for individual students.

Position Objectives

The successful applicant/s shall be responsible for the administration of specific subject areas within the College. The role represents a Position of Added Responsibility (PAR), above and beyond the role of a classroom teacher. The position is a limited tenure role of 2 years with an allocation of time and an allowance.

Relationships

The successful applicant/s will be responsible to the Head of Secondary through the Curriculum Coordinator, for the organisation and supervision of the work of teachers and students in the designated subject areas.

Staff who take on the role of leading Secondary learning areas will work in cooperation with teachers and other College staff to serve the best interests of the College and its students and will report to the Head of School and Curriculum Coordinator on all teaching and learning matters.

Specific Requirements of the Role

The following list of duties and responsibilities is intended to assist staff serving the College as leaders of learning areas to reach an understanding of the nature and extent of their role. It is expected that the role will meet these expectations over time.

Curricular Leadership

- Understand the educational and developmental needs and characteristics of students at different levels of secondary schooling;
- Provide leadership by example in professional attitude and growth, pedagogical excellence, curriculum expertise, command of subject matter, faculty organisation, and concern for students;
- Ensure the alignment of teaching and learning from Years 7-12 in cooperation with the Curriculum Coordinator and the Head of Secondary;
- Build a collegial team of teachers within the subject area(s) and facilitate and lead regular team meetings;
- Keep abreast of current educational developments broadly;
- Coordinate the writing of work programs for accreditation by ACARA, the Queensland Curriculum and Assessment Authority, and the Non-State Schools Accreditation Board;
- Lead and support innovation in the design of curriculum (7-12), including appropriate, relevant, and effective use of digital technologies;
- Work collaboratively with the ICT Department and Head of Secondary to identify and approve 'apps' and applications that enhance learning within the

relevant curriculum area(s);

- Critically review, evaluate and update work programs on a regular basis;
- Assist teachers to modify units of work in order to ensure differentiation for special needs of students in collaboration with a Learning Support teacher – e.g. those with learning difficulties and the gifted and talented;
- Use data (NAPLAN, PAT, QCS, Semester Reports, etc.) effectively to make informed curricular decisions for improved academic outcomes;
- Be responsible for contributions to the College assessment calendar and excursion schedule for your subject area;
- Construction and maintenance of academic reporting in your subject area
e.g. General Subject Outlines;

Moderation of Standards

- Ensure that tests and examinations are set and other assessment procedures followed to ensure fair and valid assessment and maintenance of proper standards and records;
- Oversee the creation of assessment tasks and the supply of due dates to the Curriculum Coordinator;
- Be responsible for internal moderation within the subject area and ensure comparable standards of assessment and marking;
- Be responsible for the maintenance of student profiles within the curriculum area and ensure that adequate information is provided to the Queensland Curriculum and Assessment Authority at the times of certification and monitoring;
- Monitor the performance of students in the subject area and address any areas of concern to the Head of School, Director of Pastoral Care, and Curriculum Coordinator;

Staff Learning and Development

- Be responsible for mentoring new staff on subject area procedures and expectations;
- Mentor and coach relevant staff in their professional roles;
- Assist and encourage teachers in their professional development associated with the curriculum area;
- Advise and assist teachers in addressing student needs and difficulties;
- Consult with parents as necessary, and advise the Head of School regarding matters of concern;
- Hold regular meetings (formal and informal) with members of the subject area;
- Assist with performance reviews and/or appraisal of staff in the subject area;
- Participate in performance reviews and/or appraisal processes with respect to the role of Head of Academy/Faculty;
- Pursue own professional development in order to remain equipped for all aspects of the role, including leadership and teaching in a Christian School, and leading and managing change;

Professional Leadership

- Provide leadership by example in professional attitudes and growth, pedagogical excellence, curriculum expertise, command of subject matter, productive relationships with parents, and concern for students;

- Conduct regular, productive meetings with teachers and (where necessary) year-level teams;
- Ensure students and teachers are encouraged and assisted to establish and maintain the highest standards of academic excellence of which they are individually capable;
- Supervise or arrange for supervision of practising student teachers who are assigned to the subject area in coordination with the Curriculum Coordinator;
- Develop the attitudes, skills, and understandings necessary for continuous improvement and ongoing renewal;

Strategic Leadership

- Provide leadership to realise the strategic vision and intentions of the College;
- Develop strategic goals for the subject area, in consultation with the Head of School, and leading others in achieving these targets;
- Attend regular meetings with the Head of School and Curriculum Coordinator as scheduled
- Assist with daily routines and general organisation;
- Consult, advise and cooperate on matters of College policy, organisation, and/or curriculum direction;
- Keep the Head of Secondary informed of potential developments in the subject area;
- Support Heads of School and members of the executive team in other reasonable duties, as requested;

Resource Management

- Be familiar with and maintain records of all resources relevant to the subject area, e.g. Library, computing, and others;
- Be responsible for the selection of learning materials to be used by the students, including digital resources and apps;
- Consult with and advise the Librarian in the acquisition of resources;
- Inform the Library staff, with adequate notice, of topics and units of study in the subject area, to enable the collation, preparation, and acquisition of resources;

Financial Management

- Implement and manage the approved subject area budget;
- Develop and submit well-planned subject area budget proposals to the Head of School at the required time;

General Expectations

- Show a pastoral concern for the teachers in the subject area in a personal, as well as in a professional capacity;
- Ensure the selection and presentation of subject matter and of attitudes and values are not contradictory to the Christian gospel, Christian teachings, Christian ethics, and the ethos of the College;
- Create a positive image of the subject area among staff, students and parents;
- Encourage students to engage in co-curricular activities related to the subject (e.g. competitions, camps);
- Cooperate with the Head of Secondary and other relevant staff in organising and conducting excursions as required;

- Ensure that the work of the subject area is carried out in accordance with the current aims and objectives of the College;
- Keep the Head of Secondary informed of the physical and personnel needs of the subject area;

Other Requirements

All leaders at Freshwater Christian College are expected to;

- Convey to the public a positive image of the College;
- Participate in staff training and development activities to assist in the achievement of individual and/or work goals;
- Attend a range of College events, e.g. College Fair, Cairns Show, Information Evenings etc.;
- Perform duties outside of their normal role, which may arise from time to time;
- Be involved in research and innovation to assist the ongoing improvement of the College educational programs;

Selection Criteria:

Essential:

1. Relevant teaching qualifications;
2. Current Teacher Registration with Queensland College of Teachers;
3. Be able to sign and abide by the College's Statement of Faith;
4. Be able to abide by the Staff Code of Conduct at all times;
5. Have the attitude of a servant leader;
6. Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team;
7. Ability to demonstrate a Christian worldview;
8. A willingness to assist in extracurricular activities after normal working hours;
9. Be legally permitted to work in Australia;

Highly Regarded:

1. Post-graduate qualifications.

Status:

Permanent, Full Time.

Probationary Period:

A six-month probationary period from the start date of employment applies.

Salary and Conditions:

Above the Educational Services (Teachers) Award 2020, based on qualifications and previous experience, and includes a leadership allowance.

Other:

All members of staff at Freshwater Christian College are expected to:

- Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
- Demonstrate an awareness of and commitment to the College's mission, vision, and virtues;

- Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
- Contribute to a pleasant work environment;
- Abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times;
- Remain up to date with any changes to the Staff Handbook and any other College Policies;
- Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members).

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v1
Version	v1.1	Authorised by	Deputy Principal
Last updated	17/11/2023	Reviewed	Every 3 years