



Assistant Head of Department - Position Description

Mount St Benedict College is a Catholic, independent, girls' high school in the Good Samaritan tradition, offering holistic education based on Benedictine values of Pax, Hospitality and Stewardship.

Mount St Benedict College is committed to ensuring that every person involved in the College understands the important and specific role they play, both individually and part of the wider community, to ensure that the wellbeing and safety of all children and young people in their care.

POSITION TITLE:	Assistant Head of Department
DEPARTMENT:	Teaching and Learning
LOCATION:	449c Pennant Hills Road, Pennant Hills NSW 2120
PURPOSE STATEMENT:	The Assistant Heads of Department are members of the College Teaching and Learning Team. The Assistant Head of Department is responsible for assisting the Head of Department in the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student. They assist in the leadership and management of the Department and deputises for the Head of Department when required. The Assistant Head of Department has delegated responsibility from the Principal for assisting in the development and articulation of the Department Vision, in line with the College's Mission and Vision.
POSITION REPORTS TO:	Head of Department
COORDINATES WITH:	• Operations Team • Teaching and Learning Team • Learning Support • All Staff in the College - Teaching and Support Staff
DIRECT REPORTS:	• Teachers in the Department • TAS and Science – Teaching Assistants (if applicable)
AWARD/AGREEMENT RELATIONSHIP:	NSW Catholic Independent Schools (Teachers – Model A) Multi-Enterprise Agreement 2023
CLASSIFICATION:	Teacher Band 2.1, 2.2 or 3
STATUS:	Full time with 0.1 FTE time release from teaching
OTHER ALLOWANCES	Leadership Level 1
SPECIAL CONDITIONS	All members of the teaching staff are required to undertake playground duties, cocurricular activities and attend key school events. Active engagement with professional learning is expected. Promoting the vision of the College and supporting the Strategic Plan is expected.

MAJOR ACCOUNTABILITIES:

The Assistant Head of Department will assist the Head of Department in the development and support of a cohesive and efficient Department Team in line with the organisational structure of the College. The Assistant Head of Department is responsible for:

1. Climate of Excellence:

- Encouraging a culture of personal excellence in student academic performance through the collaborative relationships among teachers, students and parents and the promotion of an effective climate of quality teaching and learning.

2. Vision:

- Collaborating with the Head of Department in the development and articulation of the Vision, Goals and Strategies for the operation of the Department Team
- Assisting the Head of Department to ensure that the members of the Department Team have opportunities to develop an understanding of their Department Vision

3. Curriculum Leadership (In regard to the teaching and learning that occurs within the Department) by:

- Assisting teachers in the development and implementation of a variety of best practice teaching and learning strategies
- Working in collaboration with the Head of Department to ensure that teachers have appropriate support for students with special needs and particular gifts and talents so that these students are appropriately identified, supported and challenged
- Assisting in the follow-up of students' results by subject teachers and ensuring that students are given the opportunity to improve themselves academically and have ample opportunities to achieve the desired outcomes of the course
- Ensuring that student reports reflect syllabus/program outcomes
- Assisting in the promotion of the Department in the broader College community

4. Management and Administration of the Head of Department (in relation to the operation of the Assistant Head of Department and the effective assistance to the Head of Department) by:

- Assisting the Head of Department in ensuring that all new Department staff members are inducted into the vision, policies and procedures of the Department
- Engaging in ongoing Professional Development to keep abreast of subject specific developments and changes
- Assisting in the developing and monitoring of programs and central registers for the recording of accurate information
- Assisting in the checking of the accuracy and appropriateness of the Department staff members' Reports
- Collaborating with staff members to ensure that they are adequately supported in the development and implementation of effective pedagogy and classroom management practices
- Assisting the Head of Department in organisation and management of excursions, field trips, external bookings, competitions and other co-curricular activities
- Assisting the Head of Department with other administrative tasks as requested

5. Professional Development by:

- Attending relevant courses, conferences, seminars and/or in- services
- Being actively involved in Professional Learning Teams in the College

NB: The appointee will participate in a formative review in their third year and a summative review in their fifth year.

ESSENTIAL SKILLS / QUALIFICATIONS:

- Relevant teaching qualifications and (or be working towards) post graduate qualifications in education, leadership, religious education or theology
- Demonstrated high level competency in the domains of leadership as outlined in the role description
- Exceptional staff management and interpersonal skills with proven experience in leading highly motivated and collaborative teams
- A proven capacity to understand, engage and motivate staff, especially in consultation on growth and capacity planning
- Proven attention to detail and excellent communication skills (both written and verbal)
- Demonstrated ability to document, implement and monitor long and short-term strategic goals and plans
- A highly motivated attitude to work with the ability to seek out solutions and pro-actively problem solve
- A genuine passion and interest in working long-term in an independent school
- Commitment to the process of continuous improvement

- Sound IT skills including use of the Microsoft suite and a database system
- NESA registration to teach in NSW
- Current Working with Children Check (WWCC)

DESIRABLE SKILLS / QUALIFICATIONS:

- An understanding of the charism of Good Samaritan Education as articulated in the Good Samaritan Schools Teaching and Learning Framework and the Good Samaritan Schools Mission Framework
- Significant experience in leadership in one or more schools
- A proven ability to work in a collaborative environment as a member of a Leadership team
- Excellent IT skills including use of the Microsoft suite and a School database system;
- Current First Aid Certificate, including CPR.

Key Performance Indicators	Description
1. Supporting the College's Catholic Ethos <i>Demonstrate an integration of faith and behaviour in all areas of College life. Act with love, grace, humility and generosity to all students, staff and families of Mount St Benedict College</i>	• Actively support, and live out the College's Declaration of Faith, Strategic Plan and Mission Statement; • Reflect an integrated model of Catholic service to all aspects of College life; • Demonstrate an understanding of current organisational, WHS and management practices and a demonstrated working knowledge of good business practices and financial control; • Promote in staff and students a strong commitment to serve others; • Attendance at meetings as required
2. Service <i>Excellent communication skills, including the ability to liaise with all members of the community, both internal and external.</i>	• Provide the highest level of service to all members of the College Community - including students, parents and staff. • Positively promote the College both internally and externally at all times. • Provide patience, care, compassion and discernment, as needed. • Complete assigned work diligently and promptly and by the most efficient/effective means. • Cheerfully and proficiently greet visitors and facilitate resolution of any complaint • Attend College functions, sometimes out of school hours.
3. Skills, Knowledge & Application <i>Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of appropriate content and skills, legislation, policies and procedures.</i>	• Be intimately involved in policy development and aware of academic and other educational initiatives; • Demonstrate high level oral and written communication skills, with an attention to detail and high-level organisational ability; • Prioritise duties, meet deadlines and achieve goals within a complex and multi-focused environment; • Develop and maintain professional relationships within the College community • Demonstrate the ability to meet deadlines; • Demonstrate the skills required to ensure effective communication with parents, students, staff and other community members; • Demonstrate excellent leadership and teamwork skills in interactions with other members of the Finance team.

4. Professional Conduct <i>Demonstrated adherence to the professional responsibilities of working in an Independent Catholic College and understanding of the need for adherence to the College policies and procedures and the Staff Code of Conduct.</i>	• Fulfil all requirements of the Mount St Benedict Code of Conduct; • Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism; • Pursue and encourage excellence in all areas of College life; • Positively promote the College both internally and externally at all times; • Adhere to College policies; including: Student Welfare, Child Protection, WHS, Staff code of Conduct, Acceptable use of IT, Copyright Regulations and other College policies; • Exercising leadership that enables the achievement of strategic priorities. • Maintain confidentiality and discretion regarding all College related issues; • Exercise initiative and judgment in complex, confidential situations; • Ability to manage policy implementation, for example, as pertaining to the handing of personal information; • Follow instructions from supervisors, comply with requests & instructions from the Principal and the College Board. • Model observable professional behaviour and professional courtesy. • Commitment to Child Safety, Provide students with a child-safe environment. Be familiar with and comply with the College child safe policy and code of conduct, and any other policies or procedures relating to child safety.
5. Personal & Professional development <i>Demonstrated experience in and understanding of the need for continuing both personal and professional development.</i>	• Work collaboratively with, and provide expert advice to, Deputy Principal • Maintain memberships, networking and involvement in professional associations. • Build and maintain industry relationships • Attend all compulsory professional development provided by the College and as required by the College with outside agencies; • Show commitment to continuous organisational improvement; • Demonstrate commitment to ongoing professional growth & learning and engage in own professional learning. • Lead the College process of annual goal setting for all staff in consultation with the Deputy Principal. • Plan and implement a program to ensure that every teacher pursues a shared vision of teaching excellence encompassing peer collaboration, classroom visits, shared practice, dialogue and feedback. • Promote opportunity for student voice to influence Staff Professional Learning and practice. • Lead awareness of current expertise and thinking about excellence in teaching.
6. Teamwork & Communication <i>Demonstrated ability to contribute to a diverse team, or participate as an active member of a team, consistent with the philosophy and policies of the College.</i>	• Demonstrate reliability and effective communication; • Provide clear and timely communication with students, parents, staff and the College Board. • Model a willingness to work positively and collaboratively within a team; • Demonstrate highly effective communication and conflict resolution skills; • Establish and maintain effective communication networks; • Exhibit flexibility within the role to improve productivity, seeking and responding positively to feedback from peer, the Principal and the College Board; • Demonstrate the ability to work as part of a team as well as ability to work independently; • Treat others in a respectful and supportive manner at all times.

7. Administration & Compliance <i>Through the use of organisational processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.</i>	• Maintain safe working practices at all times; • Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment; • Complete required College documentation within established timeframes; e.g. applications for leave, expense reimbursements, incident forms etc. • Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents. • Contribute to the design, implementation and review of policies and programs in collaboration with The College Leadership Team.
8. Community Engagement <i>Demonstrated commitment to the Mount St Benedict College Community as an integral part of all employment responsibilities and to willingness to enhance our culture and co-curricular programs.</i>	• Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, leading prayer, working with students, becoming involved in school events. • Engage professionally with colleagues, parents/carers and the community. • Encourage and promote engagement with the wider community. • Ensure positive relationships with outside agencies are maintained by providing timely and efficient communication when required.
9. Pastoral Care <i>Demonstrated commitment to the Pastoral Care of all students at Mount St Benedict College and an understanding of the need for adherence to all College policies and procedures in relation to the Pastoral Care of all students.</i>	• Maintain confidentiality in all issues in relation to the College; • Demonstrate concern and care for colleague's and engage positively and respectfully with them; • Support and maintain discipline and pastoral structures and expectations within the College; • Administer First Aid on occasion, as required; • Provide active & vigilant supervision of students as required;

The appointee will participate in a formative review in their third year and a summative review in their fifth year. After a successful summative review, the contract will be renewed for a further term.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the College.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name: _____

Signature: _____

Date: _____