



ROLE DESCRIPTION

ASSISTANT HEAD OF DEPARTMENT

ROLE PURPOSE

Working with the Head of Department (HOD), the Assistant Head of Department (AHOD) participates in the effective leadership of the department, with a commitment to the continuous improvement of the teaching and learning within their department.

The AHOD supports the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided to each student. The AHOD will be a person of integrity and professional credibility who will bring to the position enthusiasm and energy and will embrace the ideals of collaboration, co-operation, integrity and team-work.

ROLE RESPONSIBILITIES

The AHOD is responsible to the HOD and ultimately to the Headmaster. The AHOD supports the effective day to day management of the team, demonstrating quality leadership and role modelling desired behaviours, standards and outcomes.

ROLE ACCOUNTABILITY

Team Leadership:

- To assist the HOD in exercising effective team leadership for the development and support of their team in line with the School's vision of collaborative and transformational leadership.
 - The AHOD seeks to enhance the collective performance of the team, utilising the School's performance and development framework.
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Vision:

- To collaborate with the HOD in formulating the development and articulation of a Department vision.
- To provide members of the Department with opportunities to develop an understanding of the vision and promote appropriate implementation strategies.

Culture of Excellence:

- To encourage a culture of excellence in student academic performance in their subject through a commitment to quality teaching and learning, personal best achievement and collaborative relationships between teachers, students and parents.
- To lead and foster a culture of continuous learning, improvement and accountability.

Curriculum Leadership:

- To ensure that all subjects and courses within their delegated authority have appropriate programs that meets the needs of the students and the requirements of BOSTES.
 - To facilitate awareness and compliance among members of the Department with all BOSTES requirements in regard to course specifications, mandatory hours, and accurate record keeping.
 - To facilitate departmental awareness of and compliance with relevant School curriculum policies
 - To provide leadership and support to teachers in the development and continuous improvement in pedagogical content knowledge and delivery.
 - To provide leadership and support to teachers in the development and continuous improvement of teaching and learning strategies.
 - In conjunction with the HOD, support teachers within the department to set professional goals, engage in professional learning and to gather evidence to indicate progress in achievement.
 - To support the department in the utilization of data and evidence to inform teaching and learning
 - To support the HOD in appropriately identifying, supporting and challenging all students with specific learning needs, such as high potential learners and students with learning difficulties. Ensure that these students have access to the curriculum in the classroom by establishing effective liaison with the Professional Learning Team.
 - To support effective practices within the Department for the regular monitoring and evaluation of student progress and academic (teaching and learning) standards.
 - To facilitate regular monitoring of relevant academic progress, engagement and wellbeing of each student, implementing appropriate interventions as required.
 - To support the evaluation of academic standards being achieved by the department as a whole.
 - To support and monitor that the Department reports clearly, accurately and respectfully about student achievement to students, parents and carers.
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Staff Development and Administration of the Department:

- To assist all new Department members through a quality induction program.
- To update all Department members with current research and curriculum developments.
- To support the HOD in appropriate and regulatory professional development activities for the department, keeping staff abreast of current developments and best practice in the subject.
- Support the creation and implementation of individual performance and development plans for the team, including negotiated goal setting, review of practice through lesson observations and the gathering and review of evidence.
- To support each teachers development, implementation and evaluation of quality teaching and learning programs.
- To collaborate with all Department teachers to ensure that they are adequately supported in regard to the development and application of appropriate classroom teaching and management practices.
- To support the facilitation of regular Department meetings.
- To raise and address teacher performance issues as they arise with the Head of Department.
- To support the recruitment process for the appointment of new Department staff with the HOD and Human Resources.

ESSENTIAL CRITERIA

- Well-developed pedagogical content knowledge and expertise in their subject
- Successful teaching experience with the capacity to support and develop improvement in teaching and learning
- Well-developed communication and interpersonal skills with the capacity to foster positive relationships with students, staff and parents

WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible
- Working within the WHS management systems that have been adopted by the School

LENGTH OF TENURE

The AHOD is appointed on an ongoing basis. As with all school staff, the role will undergo regular processes of appraisal.

TEACHING REQUIREMENTS

The AHOD will receive appropriate release from classroom teaching in line with School guidelines.

REMUNERATION

The remuneration for the position will be as follows:

- Leadership Level 1 Allowance in addition to the appropriate Band level on the Knox Multi-Enterprise Agreement
- Superannuation in line with the regulatory requirements to be paid by the School in addition to salary.
- Allowances for co-curricular and pastoral care responsibilities in accordance with School guidelines

Please note: Successful applicants will be required to provide the School with a current Working with Children Check number in accordance with Child Protection legislation