
Head of Department

A Head of Department (HOD) is a member of the Senior School Academic Team and broader Leadership Team.

They, like all staff at Wenona, report to the Principal, however they have delegated reporting lines through the Dean of Academic Studies and other members of the Senior Executive as appropriate.

This role description is an aspirational description of the role and all that it seeks to do to lead their faculty in teaching and learning. A Head of Department manages the efficient operations of their faculty, ensuring that all teaching and learning aligns with BOSTES requirements and the high standards embodied within the School's Learning, Pastoral Care and Professional Learning Frameworks and associated cycles.

The role description is based on the AITSL Five Professional Practices for Principals, which provide school leaders with a framework to develop their own career progression and an understanding of the complexity of their role as an educational leader in a school.

A Head of Department will lead teaching and learning by:

- Demonstrating expert subject/curriculum/syllabus knowledge and expertise in their professional practice as an educator
- Working professionally in the capacity as mentor to staff members within the faculty, demonstrating the highest standards at all times
- Fostering a culture of growth and feedback among staff members, recognising strengths and developing skills and areas for further development
- Developing areas of relevant innovation in pedagogy that fosters learning within the faculty and the subject area
- Ensuring all documentation is stored in the appropriate network drives and in hard copy as appropriate. The submission of documentation by each teacher in the faculty is to be maintained throughout the academic year.
- Modelling exemplary teaching standards as articulated in the Effective Teaching Cycle
- Driving innovation across the faculty, recognising and encouraging staff who want to develop new ideas and pursue their passions
- Managing and lead assessment of student learning and progress, including delegating responsibilities across the faculty in a fair and transparent manner
- Organising faculty meetings that focus on professional learning and sharing of teaching strategies and resources
- Developing a collaborative teaching and learning environment, where pedagogy is discussed and shared collaborative practice is the norm
- Managing incursions/excursions within the department to support and enrich student learning
- Communicating with all staff, through the dissemination of information and opportunities to discuss methods of improving practice and faculty management
- Identifying areas of development for staff as part of the annual Wenona Improvement Cycle
- Ensuring a safe working environment is maintained; overseeing WHS policies and training, MSDS Data etc. - as appropriate to the faculty area

A Head of Department will be committed to developing themselves and others by:

- Attending and contributing to professional development opportunities and overseeing the professional development of others within their faculty

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- Attending conferences in their teaching area and related fields, to ensure that professional knowledge is developed throughout their tenure as Head of Department
 - Delivering professional development to fellow faculty members and the wider educational community
 - Leading, training, guiding and supporting staff members to develop their professional learning goals and annual plan
 - Participating in the professional community of educators within their chosen subject area
 - Upholding professional standards by implementing faculty meetings that foster the development of innovative practice, including publishing agendas and ensuring all meetings are minuted
 - Providing open and respectful feedback that empowers staff to work towards improving their practice. Such conversations should be regular and follow the Growth Coaching model.
 - Continuing to professionally engage in learning through wide reading

A Head of Department will lead improvement, innovation and change by:

- Maintaining awareness of developments in the teaching of their subject and education more broadly
- Strategically plan for improvement, using data and ensuring all stakeholders are engaged in the change process through collaborative and distributive models of leadership
- Managing and leading assessment processes that are innovative, engaging and compliant with BOSTES and School policies and procedures
- Maintaining awareness of BOSTES requirements and updates in all areas of curriculum, teaching and learning
- Leading curriculum development, in particular with regard to the implementation of the Australian curriculum
- Ensuring and demonstrating consultative and communicative approaches to implementing change
- Prioritising, planning and strategising in a timely manner to ensure a cycle of improvement and review is evident in their faculty

A Head of Department will lead the management of their faculty by:

- Leading and developing collaborative practices across their faculty that support teacher development of professional knowledge and practice
- Organising the allocation of teaching staff to each course and Year Group, based on expertise, professional growth, always guided by the best interests of the girls in our care
- Maintaining accurate records of student achievement to ensure the management of assessment and reporting practices
- Managing BOSTES submissions and requirements
- Managing, developing and communicating all assessment and reporting schedules and processes for all courses within their faculty
- Preparing the annual budget and overseeing the budget process for the faculty throughout the academic year
- Maintaining the resources of the department and ensuring resources are stored and managed appropriately
- Attending academic meetings and other leadership meetings as requested. When unavailable for such meetings, allocating other staff members will be the responsibility of the HOD.
- Completing Risk Assessments as necessary for events, practical work and excursions in-keeping with the School requirements
- Maintaining a safe working environment
- Managing the assessment cycle, including the writing, submission, marking and feedback stages of the cycle
- Displaying exemplary communication, presentation and interpersonal skills

A Head of Department will engage with and work with the community by:

- Engaging in HSC where appropriate to ensure that they can guide and develop internal Stage 6 assessment practices that reflect HSC best practice
- Working with BOSTES where possible in terms of school accreditation, curriculum development and professional learning
- Maintaining links with relevant subject specific professional associations and organisations
- Attending and delivering professional development, particularly the annual full day PD Day for the faculty
- Communicating with parents regarding student progress, concerns raised and any matter that pertains to student learning in their faculty
- Encouraging and supporting teacher accreditation processes for all teachers by engaging with relevant state and federal accreditation bodies
- Inviting community members with expertise in subject relevant content to lecture/run workshops to enrich student learning