

## POSITION STATEMENT

# HEAD OF DEPARTMENT (CREATIVE ART & DESIGN)

## **ROLE PURPOSE**

The POSITION is responsible:

- To undertake the above role within a designated time and/or monetary allowance in addition to a Teaching role defined in the Teacher Position Statement.
- Heads of Department play key roles in the development and implementation of innovative academic programs and high- quality tuition within the College, which aim to provide students with a wide range of opportunities to achieve their academic potential. This is achieved within a context of providing a high level of professional care and the development of staff within their department and to ensure the work environment is positive, fulfilling, and challenging.

## **KEY RESULT AREAS AND RESPONSIBILITY**

### KEY RESULT AREA: HEAD OF DEPARTMENT

- To take an active role in supporting and promoting Creative Arts & Design related activities such as tours, competitions and excursions
- To promote departmental development, through keeping abreast with current and future technological developments and advising on and recommending further investment in art for the College collection, equipment and infrastructure to support innovation.
- To forge links with the community and develop business partnerships to facilitate authentic and collaborative learning experiences to engage students and ensure a strong department.
- To take an active role in leading, managing, supporting and promoting Creative Art & Design Department related activities such as artists in residence, workshops, tours, competitions and excursions.
- To take an active role in supporting and promoting integrated projects which demonstrate the College's agreed skills of inquiry, critical and creative thinking, collaboration, communication and self-regulation.

- To manage the replacement, installation and maintenance of equipment within the department to ensure that all equipment is in good working order and reflects current developments in technology and industry.
- To manage, through research & analysis, contract management and ongoing review, stock providers to ensure stock purchased is of the highest possible standard, in the most cost-effective manner and is delivered as required.
- To manage the Creative Art & Design Department learning environment including ongoing maintenance of the facility and associated plant and equipment.
- To continuously review and manage Occupational Safety and Health practices and procedures specific to the Creative Art & Design Department.
- To coordinate with external markers, where appropriate, including the arrangement of payment and work schedules.

The specific tasks of Heads of Department vary with subject area. The key responsibilities listed below are common to all Heads of Department.

## **KEY RESULT AREA: POLICY & PROCEDURE**

- To work in consultation with the relevant Dean/Assistant, develop departmental goals and annual plans that align with the College's Strategic Directions and Student Experiences Implementation Plan.
- To manage the development, implementation and review of departmental policies and procedures
- To follow College policies and procedures located on the College portal.

## **KEY RESULT AREA: CURRICULUM**

- To manage departmental curriculum design, delivery and evaluation in relation to:
  - The implementation of curriculum reforms eg. Western Australian Curriculum and WACE Courses as outlined by the K-12 Teaching and Learning Framework.
  - The delivery of pedagogically and phase appropriate curriculum by all teachers within the department.
  - The evaluation and review of syllabus, scope & sequence, teaching and learning resources and programs of study.
  - Integration and use of technology to enhance and transform learning fostering 21 Century Skills.
- To manage remediation and extension programs (in conjunction with Literacy/Numeracy Support and Gifted and Talented Integrator where appropriate) within teachers' classes.
- To facilitate the smooth transition of students between years within the subject/learning area.
- To manage assessment and reporting practices providing quality assurance including a high degree of consensus and moderation between staff in the department.
- To ensure that academic programs which are developed and offered within the College meet any requirements described by the School Curriculum Standards Authority.
- To coordinate relevant activities and curricular programs that foster student interest in the subject area.

## KEY RESULT AREA: PASTORAL CARE

- To provide appropriate pastoral care to students, both within and outside of the classroom.
- To lead the response to parent and student academic queries and grievances by facilitating/providing early interventions to ensure that concerns are addressed, and issues resolved in a fair and equitable manner in line with College policies and procedures.

HoDs typically have a shared Form class allocation. A Form teacher should:

- Maintain a positive and nurturing Form room environment
- Develop and foster a positive relationship with each student in the Form
- Implement age and developmentally appropriate activities and programs matching the specific needs of the students within the Form
- Refer student pastoral care concerns to Head of Year/Counsellor/Chaplain
- Attend all functions specific to the Form/Year group (in and out of normal school hours) as outlined on the College calendar or as determined by the Dean of Pastoral Care/Head of Year
- Write personalised and considered Form reports that demonstrate a familiar knowledge of each student within the Form
- Assist students to organise various age and developmentally appropriate Form events including fundraising, community service events and Chapel Services
- Attend student and staff Year meetings as required
- Attend Form Teacher meetings
- Attend Pastoral periods & Chapel Services

## KEY RESULT AREA: ADMINISTRATION

- To undertake, coordinate and continuously improve administrative functions including assessment, data management and reporting, to ensure a high level of departmental efficiency and effectiveness.
- To represent department at Curriculum Leaders meeting by researching, analysing, synthesising and reporting on relevant data/information to ensure the best outcome for students, the department and the College.
- To liaise with other HoDs to identify, clarify and examine issues of commonality; prepare possible courses of action and create appropriate action plans.
- To prepare, manage and monitor a recurrent budget in a cost-effective manner in consultation with the Director of Finance and Administration.
- To participate in relevant College Committees.
- To contribute to the broader education community in a professional development sense in relation to the specific subject area.
- To promote the department through contributions to College Publications via the Marketing and Communications Department.
- To demonstrate a flexible approach to role by undertaking other tasks to support the above.

## KEY RESULT AREA: STAFF MANAGEMENT & LEADERSHIP

*In relation to staff reports and in support of the above-mentioned Key Areas:*

- To inspire staff to offer their highest talent and contribution.
  - Foster an environment that empowers staff to achieve College goals, builds individual and team resilience and recognises their individual worth.
  - Conduct lesson observations and walk throughs, both formal and informal, to provide constructive feedback to members of the team.
  - Provide coaching and mentoring to ensure policies and procedures are followed and support a culture of continual improvement.
  - Promote a philosophy of staff Professional Learning, Development and Growth (PLDG) and ensure that agreed needs are activated and followed through.
- To engage staff as pathfinders in the pursuit of educational excellence.
  - Create and foster the shared vision for the team.
  - Promote and ensure high professional standards and conduct.
  - Achieve goals established during the Professional Review (PR) process with the Dean of Teaching and Learning (and/or Assistant Dean of Teaching and Learning) to maintain a high level of leadership, management, content knowledge and teaching skills.
  - Manage staff performance and development within the framework of the College's Professional Review system.
- To foster a vibrant, engaging and caring workplace
  - Facilitate a positive working environment by developing a team approach to work, ensuring open communication, transparent and effective decision making and collaborative practices.
  - Care for each person as an individual, based on the whole person model adopted by the College.
- To ensure staff actions, and the support of those actions, are aligned to the College's purpose.
  - Manage recruitment, selection and induction processes in collaboration with People Services staff.
  - Manage staff performance and conduct issues and problems via relevant College policies and protocols.
  - Manage staffing issues, including grievances and complaints to facilitate a harmonious working environment.
  - Provide support to departmental staff by organising the provision of relief lessons to cover staff absence in extenuating circumstances.
  - Support and promote the principles of equal opportunity to ensure due respect is afforded to all.
  - Manage and approve leave applications.
  - Approve PLDG requests for direct reports.
- To engage with and demonstrate leadership in relation to the College's strategic direction, College Values, programs and initiatives.
- To be a visible leader/participant in College activities and events.

## KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

*"Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury." AISWA Duty of Care Policy 1105.doc.*

## KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College's educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand that Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.



## SELECTION CRITERIA

### Qualifications:

#### *Essential:*

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current TRBWA Membership including Current Crimtrac Police Clearance.
- Working with Children card (WWC).
- Current First Aid Certification.

#### *Desirable*

- A further relevant Post Graduate qualification.

### Experience:

#### *Essential:*

- Demonstrated excellence in teaching and learning at phases of development appropriate to secondary school students
- An academic record which demonstrates an ability to foster personal best and the opportunity to achieve academic excellence across Year 7-12.
- Ability to manage staff and team building experience.

### *Desirable*

- Experience developing integrated projects in collaboration with other academic disciplines.

## **Skills & Attributes:**

### *Essential:*

- Demonstrated excellence in Leadership skills, initiative and drive.
- Demonstrated Information and Communication Technology (ICT) competence and lead learning through the integration of ICT into the learning environment.
- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy.
- Outstanding interpersonal and communication skills and the ability to build and maintain relationships with students, parents and staff.
- An excellent working knowledge of the Western Australian Curriculum, WACE Courses and associated pedagogy for delivery of curriculum.
- Ability to work collaboratively with colleagues in areas such as curricular organisation, planning, development and implementation.
- An ongoing commitment to professional development in current trends in education and their applications.
- A demonstrated excellence in teaching including pastoral care and a high level of subject knowledge.

### *Desirable*

- General Management and Coordination skills
- Human Resource Management skills
- Budget Management skills
- Ability to work across more than one course or subject area within the department
- An understanding of VET related courses



## **AUTHORISATION**

**Prepared by:** People Services

**Authorised by:** Principal & Director of People Services

**Approved by:** Principal

**Date:**

Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.

### **Statement of Commitment to Child Safety and Wellbeing**

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

***Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus***

*The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.*

