



## Position Description

# Head of Department

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

### Broad objective

The Head of Department helps maintain the school as a community of learning and innovation where every girl is known and valued, students engage in enriching learning experiences that challenge and empower them to pursue and attain their personal best.

The Head of Department plays a key role in the academic program of Roseville College, responsible for all aspects of learning, teaching, assessment, monitoring and curriculum in their respective areas. They act as role models and mentors to the members of their Department and are responsible for leading, managing and developing learning in their department.

### Key relationships

- Principal
- Deputy Principal
- Students
- Parents

### Reports to

Director of Teaching and Learning

### Direct reports

Department Staff



# Head of Department

## Key responsibilities

### Leading and Managing:

- Setting clear expectations and develop staff in a manner consistent with the vision, values and strategic plan of the College
- Supporting the Executive management team with fulfilling the strategic plan of the College
- Leading teaching and learning; setting the highest possible professional standards and being an excellent role model in assessment, administration and organisation.
- Leading and managing change in line with the College's Mission, Values and Strategic Plan
- Being an enthusiastic and authoritative advocate for their curriculum area.
- Liaising with the Director of Teaching and Learning, Head of Curriculum Administration and other senior staff and staff in general, to achieve the best outcomes for students
- Making a positive contribution to the overall College's teaching and learning program
- Ensuring that the overall strategic direction of the College is supported through Department actions
- Developing, maintaining and reviewing regularly the Strategic Plan for the Department to ensure best educational practice
- Keeping the Director of Teaching and Learning, and when appropriate the Principal, informed regarding developments within their respective subject areas and discussing any major developments
- Ensuring Department compliance with NESAs and/or Cambridge curriculum requirements as well as College policies and procedures
- Coordinating and preparing of the Department budget including liaising with the Business Manager
- Coordinating of matters relating to the health, safety and welfare of staff and students in this area
- Promoting a sense of supportive teamwork within the department, including the sharing of good strategies and resources
- Communicating effectively with parents, students and colleagues.

### Learning, Teaching and Curriculum:

- Promoting a positive attitude to learning to secure students' engagement and enjoyment
- Ensuring that curriculum, syllabuses and programs (NESAs and/or Cambridge where relevant) are at the forefront of current pedagogical practice
- forefront of current pedagogical practice
- Developing eLearning and new technologies to enhance learning
- Oversight of planning, preparation and review of courses of study, developing and documenting programs which reflect the needs, interests and abilities of students in the subject area
- Ensuring Department members use a range of teaching and learning activities which enables all students to access the curriculum
- Encouraging innovative and progressive teaching practices
- Ensuring that courses of study are suitable for the students at the different levels
- Assisting students in achieving the best results of which they are capable
- Counselling students on course selection within the subject area
- Establishing Department program to support students when required

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- Ensuring assignments and homework across the Department are of high quality with consistent, constructive feedback
- Effectively use College systems to track and monitor students and plan for individual success
- Oversight of innovative teaching and learning programs and assessment tasks which maximise College resources
- Planning and executing innovative intervention strategies which engage and challenge all students
- Monitoring student academic progress of all within the Department.
- Distributing data for understanding of each student
- Oversight of migration and maintenance of teaching programs on Connect, Roseville College's Learning Management System
- Acting as a subject authority where necessary and appropriate
- Linking with fellow Heads of Department and, when required, Junior School teachers to ensure connectivity between programs
- Oversight of purchasing and maintenance of resources for the use of all staff within the Department Team
- Developing a Professional Learning Culture
- Management of the departmental team, demonstrating commitment to effective working relationships, and to developing staff morale, harmony and teamwork.
- Securing consistently high standards of teaching and learning within the Department through lesson observations, student tracking, monitoring of student work and/or providing feedback to teachers
- Participating in the selection of Department staff and providing support, advice and direction for new members of the teaching staff
- Identifying and encouraging eligible teachers for Highly Accomplished and Lead Teacher status
- Holding regular meetings with individual staff and the team/groups within the subject area
- Identifying and meeting individual and team training needs
- Providing professional advice and guidance to staff on professional development activities and contributing to a system of Performance Development
- Keeping staff fully informed of College and broader educational developments
- Providing professional input for teachers for the purposes of references, promotion, induction and supporting teaching progress against current professional Standards for teachers
- Accountability for Standards and Improving Outcomes
- Facilitating with outside experts and resources to make learning real world
- Collaborating with wider networks regionally and nationally for sharing best practice
- Allocating staff to classes, in consultation with Director of Teaching and Learning
- Allocating students to appropriate classes.

## **Assessment and Reporting:**

- Responsibility for developing an Assessment 'for, of and as' learning culture
- Oversight, coordination and monitoring of assessment practices; compliance with NESA and School assessment policies and procedures
- Responsibility for consistency of grading across the team
- Oversight of the setting of high quality examination papers and assessment tasks that assess fairly and accurately

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- Oversight of results and Department reports to ensure departmental coherence and consistency, ensuring that reporting to parents is comprehensive, accurate and consistent across Department members.

## Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

## Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

## Additional responsibilities

- As per the role description 'Teacher'
- All teaching staff are expected to contribute to the Pastoral Care program
- All teaching staff are expected to contribute to the College's co-curricular program
- Contribute and coordinate department contributions to College publications
- Attendance at co-curricular after hours and weekend events (sport, promotional, inter-school)
- Represent Principal at events, on committees or presentations if required
- Actively keep up to date with, oversee and address all appropriate Risk & Compliance related activities, including WHS, HR Policies & Procedures, Student Duty of Care and Child Protection
- Fulfil the requirements of this position description and other duties as reasonably required from time to time
- Consistently uphold Roseville College's values and comply with all school policies and procedures
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates

## Qualifications, skills and experience

- Appropriate education and subject matter qualifications
- Skilled in analysing student assessment data and using it to improve teaching & learning
- Experienced leader of people and change, informed by data and research
- Demonstrates a personal commitment to learning
- An educational expert and exemplary role model, holding high expectations of self and others
- Able to establish an environment which maximises professional learning and practice opportunities for colleagues
- Demonstrated commitment to Christian values.

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## Essential characteristics

- Exceptional interpersonal & communication skills
- Strategic thinking
- Leadership, coaching & supporting abilities
- Customer focused and results driven
- Collegial and collaborative
- Initiative
- Innovative
- Adaptable and able to work well under pressure.

Roseville College is a member of the Anglican Schools Corporation (ASC).