



Head of Faculty – Business Position Description

POSITION:	Head of Faculty – Business Entrepreneurship and Creative Technologies (Design and Digital)
DEPARTMENT:	Academics Prep to Year 12
RESPONSIBLE TO:	Principal
REPORTS TO:	Director of Teaching and Learning (Secondary)

POSITION OVERVIEW

The Head of Faculty is responsible for:

- Delivering a cutting-edge curriculum within Sheldon College's Learning and Innovation for a New Queensland (LINQ) Precinct.
- Articulating a shared vision, building a team and managing change to lead the interdisciplinary, project-based teaching and learning environment for the curriculum areas of Business and Technologies (Digital and Design).
- Enhancing the capabilities of students and staff alike relating to entrepreneurship, innovation and creativity.
- Working with the Directors of Teaching and Learning, Digital Pedagogy Co-ordinator and other Heads of Faculty to further enhance the College's position and support the fulfilment of the College Vision, Mission and Values.

DESIRABLE

- Hold relevant teaching qualifications majoring in Business, Information Technology or Design Technologies. The ability to teach Senior Economics / Accounting / Legal Studies is preferred.
- Programming and/or physical computing.
- 3D Printing, Laser Cutting, Mixed and Virtual Reality.
- Experience in entrepreneurial and creative leadership.
- Experience with business start-up methods.
- Exceptional Digital Pedagogy teaching skills.
- Registration with the Queensland College of Teachers.



KEY RESPONSIBILITIES

Entrepreneurial and Innovative Leadership

- Provide staff development relating to entrepreneurial, technology, digital innovation and creativity skills.
- Create new elective courses and programs that transform the curriculum learning areas.
- Develop and encourage new ways of learning within the faculty including Flipped Learning, Project-based learning and entrepreneurial skills.
- Expand and report on the innovative practices offered.
- Build relationships with external entities including industry experts.
- Drive the existing technology, business and engineering programs and develop future extra-curricular offerings.
- Collaborate with the Director of Marketing to amplify student entrepreneurship, staff innovation, whilst building upon the current initiatives and celebrating success.

Leadership

- Model and nurture clear moral and behavioural parameters for students, as defined by the Sheldon College values, ethos and principles.
- Collaborate with Faculty staff to clearly articulate educational philosophy and vision, consistent with the Vision and Mission of the College.
- Facilitate student learning and personal development through support of the pastoral program, values and aims of the College.
- Model the attributes and skills of an exemplary classroom teacher dedicated to reflective practice, and maintain expertise in subject content and pedagogy.
- Develop a mentoring culture within the Faculty.
- Demonstrate a thorough understanding of current educational trends, and ICT technologies.
- Support the College's organisational structures and committees through collegial input where appropriate.
- Foster effective relationships with families and members of the College community.
- Contribute through active involvement to the College's extra-curricular program.
- Actively promote the College both within the College community and in the wider community.
- Commit to effective and efficient management and use of resources.

Curriculum

Within the framework of the Queensland Curriculum and Assessment Authority (QCAA) & Australian Curriculum Assessment and Reporting Authority (ACARA):

- Establish a clear and specific statement of aims, objectives and outcomes at each year level in which the subjects are taught in the Faculty, thereby ensuring staff are familiar with internal and external course requirements and reporting procedures.
- Ensure preparation of appropriate courses of work at each year level to meet these aims, objectives and outcomes.
- Ensure that appropriate programs of assessment are implemented at each year level, having regard to the College's assessment policy.
- Ensure that student outcomes are in keeping with the goals and policies of the College.
- Establish links with external bodies to enhance the learning and opportunities of students.
- Assist, organise and monitor the introduction of new teachers and pre-service teachers allocated to the Faculty.
- Work with staff on the meaningful embedding of technology in the curriculum.
- Assist in the preparation of Grant applications as applicable.
- Participate in the development of cross-curriculum planning.



Professional Development

- Maintain a program of professional development both employer directed and school supported, to ensure QCT requirements are met.
- Assist Faculty staff to maintain their own professional development.

Workplace Health & Safety

- Ensure that safe procedures are incorporated into the operations of the Faculty in accordance with the College's Occupational Health & Safety Policy.

Duties

- Chair regular Faculty staff meetings, and disseminate the minutes to Faculty staff, Director of Academics and Principal.
- Contribute regularly to College publications.
- Present Faculty news and awards on Assembly.
- Attend and oversee Faculty presentations for Subject Selection evenings, workshops, expos and awards nights.
- Assist the Director of Teaching and Learning with the Annual Report for Celebration of Excellence; monthly Board Reports and Learning and Assessment Overviews.
- Coordinate the writing of Work Programs and other curriculum documents.
- Coordinate Assessment Calendar requirements.
- Coordinate excursions and international trips.
- Oversee the Faculty's reporting process.
- Meet all data entry deadlines set by the Directors of Teaching and Learning.
- Maintain clear and accessible records for all students engaged in study within the subject area/s.
- Oversee the work of any non-teaching assistants within the Faculty.
- Liaise with the Director of Teaching and Learning (Secondary) and Director of College Operations regarding the Faculty's timetabling requirements.
- Ensure that special provision students are provided with alternative assessment arrangements.
- Prepare and organise the Faculty's needs relating to budgeting and ordering of resources.