



HEAD OF FACULTY – HUMANITIES AND SOCIAL SCIENCES (HASS) Position Description

POSITION:	Head of Faculty – Humanities and Social Sciences (HASS)
DEPARTMENT:	Academics – Year 7 - 12
RESPONSIBLE TO:	Principal
REPORTS TO:	Director of Academics Secondary

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our mission is “to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world”.

We provide a first-class curriculum in the academic, sporting and cultural arenas, and have access to state-of-the art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

The unique structure of our College supports an energetic, dynamic learning environment, rich in love and laughter. We strive to deliver exciting, challenging and rewarding experiences to our students on a daily basis that engages their passionate and inquiring minds. This enables us to create the foundation for lifelong learning and to position our students to take advantage of all that the world has to offer.

Our teachers are our most valuable investment. Every member of our academic staff plays a key role in delivering excellence in education through commitment to our College Values:

- Student success
- Excellence in teaching and learning
- A safe, orderly and supportive learning environment
- Collaborative home, College and community partnerships
- Shared decision making
- Recognition and reward
- Service orientation
- Continuous improvement
- High standards in dress, appearance, behaviour and work habits
- Support for individual needs – intellectual, emotional, social, spiritual and physical.



POSITION OVERVIEW

The Head of Faculty - HASS is responsible for:

- Articulating a shared vision, building a team, managing change, establishing participative decision-making processes, devising mechanisms for the development of an innovative, relevant and engaging curriculum, enhancing teaching and learning through productive pedagogy, derived from current learning research, and creating and maintaining a supportive and challenging learning environment.
- Meeting the learning outcomes of the Australian Curriculum and Queensland Curriculum & Assessment Authority for all HASS students from Year 7-12. Central to this is developing a curriculum that is dynamic, creative, and engaging for all students regardless of their ability. HASS incorporates Ancient History, Modern History, Geography, Civics and Citizenship, Business, Economics, Legal Studies and Accounting.
- Working with the Director of Academics Secondary and other Heads of Faculty to further enhance the College's position and support the fulfilment of the College Vision, Mission and Values.

KEY RESPONSIBILITIES – LEADERSHIP

- Collaborate with Faculty staff to clearly articulate educational philosophy and vision, consistent with the Vision and Mission 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.
- Model and nurture clear moral and behavioural parameters for students, as defined by the Sheldon College values, ethos and principles.
- Have highly developed organisational and interpersonal skills including ability to lead and build a team, and resolve conflict if it arises.
- Facilitate student learning and personal development through support of the pastoral program, values and aims of the College.
- 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 co-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.
- Maintain a high standard of confidentiality.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Work independently with minimal direction.



KEY RESPONSIBILITIES – 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 for each year level and each subject within the faculty.
- Ensure preparation of appropriate course work at each year level of responsibility.
- Ensure assessment instruments and teacher feedback comply with the College's Continuous Feedback Framework, Profiling, Reporting and Moderation processes and the College Assessment Policy.
- Ensure that appropriate programs of assessment are implemented at each year level, having regard for the College's Assessment Policy.
- Ensure thorough communication with staff, students and parents for all matters pertaining to curriculum.
- Ensure that student outcomes are in keeping with the goals and policies of the College.
- Demonstrating a thorough understanding of the learning and pastoral needs of students and the capacity to respond to these in teaching and assessment programs.
- Maintaining up-to-date knowledge of all Australian Curriculum and Queensland Curriculum and Assessment Authority Syllabus documents and requirements; maintaining knowledge of wider educational issues especially pertaining to the Faculty.
- 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.

DESIRABLE SKILLS PROFILE

- Tertiary teaching qualifications majoring in Humanities and Social Sciences subjects.
- Experience and knowledge in preparing students for External Examinations.
- QCAA accreditation in the QCE processes (i.e. Endorsement, Confirmation)
- Ability to be a proactive and collaborative member of a team.
- A warm, welcoming and friendly disposition.



GENERAL DUTIES

- Chair regular Faculty staff meetings, and disseminate the minutes to Faculty staff, Director of Academics Secondary and Principal.
- Contribute regularly to College publications.
- Present Faculty news and awards on Assembly.
- Attend and oversee Faculty presentations at evening workshops, events, expos and awards nights.
- Assist the Director of Academics Secondary with the Annual Report for Celebration of Excellence.
- Coordinate the writing of Work Programs and other curriculum documents.
- Coordinate Assessment Calendar requirements.
- Coordinate excursions and international trips.
- Oversee the Faculty's Continuous Feedback and Reporting processes.
- Meet all data entry deadlines set by the Director of Academics Secondary.
- 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 Academics 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.

PROFESSIONAL DEVELOPMENT

- Maintain a program of professional development both employer-directed and school-supported, to ensure QCT requirements are met.
- Manage Faculty staff to maintain their personal Professional Development Plans.

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.