HEAD OF FACULTY – TECHNOLOGIES
Position Description

POSITION:	Head of Faculty – Technologies
DEPARTMENT:	Academics - Preparatory - Year 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 – Technologies 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 (QCAA) for all Technologies students from Year P-12. Central to this is developing a curriculum that is dynamic, creative, and engaging for all students regardless of their ability. Technologies incorporates: P-10 Technologies (Design and Technologies, Digital Technologies), IDEAS (Interdiscplinary subject, Design, Digital Solutions.
- Liasing with the Directors of Academics, Head of Digital Pedagogy and other Heads of Faculty to further enhance the College's position and support the fulfilment of the College Vision, Mission and Values.
- Leading interdisciplinary project-based teaching and learning for the curriculum area of Technologies.
- Delivering a cutting-edge curriculum program within Sheldon College's Learning and Innovation for a New Queensland (LINQ) Precinct.
- Liase with the Head of Digital Pedagogy and Innovation in the current Technologies co-curricular activities and special events including workshops and holiday initiatives.

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.
- 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.
- Liase with the Head of Digital Pedagogy and Innovation to oversee the work of any non-teaching assistants including Technology assistants and In-residence program staff.

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 responsilbility.
- 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.
- Assist in the preparation of Grant applications as applicable.
- 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.
- Provide staff development relating to entrepreneurial, technology, digital innovation and creativity skills.
- Build relationships with external entities including industry experts.
- Drive the existing technologies and engineering programs and develop future extra-curricular offerings.

DESIRABLE SKILLS PROFILE

- Tertiary teaching qualifications majoring in Information Technology or Design Technologies.
- High level communication skills and the ability to lead a team.
- Exceptional Digital Pedagogy and Innovation teaching skills.
- Experience in entrepreneurial and creative leadership.
- Experience with business start-up methods.
- Programming and/or physical computing.
- 3D Printing, Laser Cutting, Mixed and Virtual Reality.

GENERAL 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 Academics and the Head of Digital Pedagogy and Innovation with the Annual Report for Celebration of Excellence.
- Coordinate the writing of unit plans and other curriculum documents.
- Coordinate Assessment Calendar requirements.
- Coordinate excursions and international trips.
- 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.
- Liaise with the Director of Academics 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.
- 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.