

Assistant Head of Department

Assistant Heads of Departments are responsible for supporting their relevant Head of Department in the delivery of teaching and learning in Secondary Learning Areas (faculties/departments). They support the mission, vision and values of the school to provide authentic and challenging learning opportunities for all students within the relevant Learning Area. The Assistant Head of Department plays an important role in supporting the Head of Department to provide an environment where all staff can engage with the strategic priorities of the school, to deliver excellence in all aspects of teaching and learning.

Reporting Relationships

- Takes direction to support student learning from the *Head of Secondary, Head of Department* and *Assistant Principal - Wellbeing* for matters concerning student wellbeing.
- Takes direction to support teacher Professional Learning, Professional Growth Coaching and NESA Accreditation from the *Director of Teacher Quality*.
- Ultimately, all roles within the NBCS community are responsible to the *Principal*.

Key Roles and Responsibilities

Leadership

- Provide positive integration of 'Excellence in Education' and 'Christianity in Action' within their Learning Area. The Christian ethos is to be authentically infused and integrated into programs and practices within the Learning Area.
- Demonstrate a collaborative approach to leadership, with clear communication of priorities and expectations to all members of the team. This involves regularly working with the Head of Department and Learning Area staff.
- Assist the Head of Department to mentor teaching staff and provides professional support, guidance and direction for the Learning Area.
- Support the integration of all school policies and procedures relating to teaching and learning.
- Support the maintenance of high standards regarding pedagogy within the NBCS community.

Teaching and Learning

- Assist in the planning and implementation of clear, relevant learning sequences of learning in all courses to promote engaging learning.
- Support teachers in the establishment of quality teaching and learning activities.
- Use a range of strategies and resources to maintain the school's expectations regarding excellence and growth with regard to academic progress for all students, in all year levels within the learning area.
- Demonstrate a positive approach to the development of teaching and learning activities within the learning area.
- Ensure that new staff are appropriately inducted into the Learning Area and informed of all relevant policies and procedures.
- Actively engage in individual professional growth, and support the professional growth of staff within the learning area.
- For technical subjects, coordinate ordering and distribution of materials to facilitate programs.

Curriculum Oversight

Provide support to the Head of Department in the following areas:

- Ensure the appropriate development of all documentation required to teach, and be compliant in, NESA approved courses within the learning area. Specifically, this includes:
 1. Scope and sequences
 2. Teaching programs and their evaluation
 3. Assessment schedules and tasks
- Actively pursue excellence and best practice in the development of curriculum documents for the learning area.
- Support a differentiated approach to the development of curriculum within the learning area, with specific attention to students with identified needs.
- Coordinate and approve the development and delivery of all assessment tasks within the learning area
- Ensure the timely marking, feedback and reporting of student work across all classes within the learning area.
- Ensure effective online delivery of course materials.

Communication and Reporting

- Communicate with students, colleagues and parents/guardians to ensure timely delivery of information and feedback.
- Assist with coordinating semester based reports for the Learning Area including:
 1. Ensure the timely completion of all learning area reports for each reporting cycle
 2. Check learning area reports to ensure that results and comments accurately reflect student achievement and provide relevant and appropriate feedback
 3. Ensure student reports accurately reflect outcomes and expectations of syllabus documents

Other Responsibilities

- Actively participate in Student Opportunities Week, which may include program leadership / oversight role in a specific program
- As a Mentor, support all relevant Year Group activities as directed by the *Year Adviser* and *Head of Secondary*.
- Support and participate in other school activities as required.
- In addition to this role description, Assistant Heads are subject to the Teacher role description.

Requirements

- demonstrated depth of knowledge and interest in subject
- effective and creative teaching, with experience in Stage 6
- demonstrated strategies to cater for a variety of learners and needs
- desire to work as an integral part of the faculty and wider school team
- resilience and flexibility to respond to a dynamic learning environment
- evidence of a relational approach to colleagues, students, and parents
- effective organisation and the capacity to fulfil administrative and assessment requirements of a teaching role and to be able to support others
- excellent communication skills

This position description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.