

Statement of Duties

Academic Head of Department Visual Arts

OVERALL PURPOSE OF THE ROLE

Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K-12), catering for individual interest and capacity.

The Head of Visual Arts is a leadership role responsible for overseeing all aspects of the visual arts curriculum and programs within the school. This individual will provide strategic direction, cultivate a positive and collaborative learning environment, and ensure the delivery of high-quality visual arts education that aligns with the values and mission of the school.

Heads of Departments shall:

- be academic leaders of the School and provide dynamic, relevant and forward-thinking vision for their Departments.
- Provide professional and pastoral support to staff within the Head of Department's area of responsibility.
- Be effective administrators of their Department.
- Participate in the development of strategic school planning and provide support to school initiatives; and
- Ensure that the Christian ethos of the School are upheld within their Department.

PRIMARY DUTIES & RESPONSIBILITIES

CURRICULUM

- Provide all teachers and students within their Departments with a rewarding and stimulating teaching and learning environment through innovative and effective curriculum practices.
- Be aware of new and emerging technologies which impact upon teaching and learning, and their integration into teaching programs where required.
- Ensure that the Department satisfies the ongoing requirements of statutory authorities (e.g. NESA, ACARA, etc.) to the highest possible standard.
- Provide advice and support to students and parents/guardians within the Head of Department's area of responsibility e.g. regarding subject choices, student progress and Departmental initiatives.
- Facilitate the smooth operation of and communication within the Department by holding regular meetings with agendas and minutes, keeping appropriate Departmental records, managing the Department's assessment program, maintaining markbooks, and ensuring administrative tasks required by the School are completed by requisite deadlines.
- Liaise with key stakeholders in the School (e.g. Junior School, Library, Senior Staff Executive, Facilities, Finance, etc.) to help provide the best possible experience for staff members and students within their Department.
- Supports student art making by facilitating time out of class for students to work on projects.

LEADERSHIP and MANAGEMENT OF STAFF MEMBERS

Heads of Departments shall lead their staff members by:

- Providing visionary leadership to the visual arts department, fostering a culture of collaboration, professional growth, and excellence.
- Participating in the recruitment, recommendation and the selection of new teaching staff appointments with the Deputy Head Academic Care and Deputy Head People & Culture and the School's Talent Management Team.
- Inducting new staff members into the Department and assessing their orientation into the School community.
- Fostering a positive and inclusive departmental culture that celebrates diversity, creativity, and individual expression.
- Communicating effectively with all Departmental staff members.
- Collaborating with other department heads and the Learning Team to promote interdisciplinary learning opportunities and enrich the overall educational experience for students.
- Supporting staff members professional practice, mentoring, career progression and professional development opportunities.
- Monitoring and supporting the teaching and learning standards of staff members, participating in staff member appraisal programs and performance management processes with staff members.
- Assisting staff members to meet internal appraisal and external accreditation requirements.
- Managing fairly the allocation of teaching staff members to classes.
- In conjunction with the Director of Curriculum Strategy, managing effectively student and parent/guardian concerns with discretion and in a timely manner.

BUDGETING AND RESOURCING

Heads of Departments shall manage their Department's resources by:

- Strategic planning and management of budgets (capital, IT and recurrent).
- Creating, monitoring and maintaining specific resources in consultation with staff to support the learning of students and enrichment programs.
- Managing any building or physical spaces used by their Department now and into the future.

OTHER

- Teaching duties of between 0.6FTE and 0.8FTE.
- Such other responsibilities as the Head of Barker College may from time to time require.

ESSENTIAL PERSONAL ATTRIBUTES

- Commitment to the School's Mission, Vision and Values.
- Demonstrated leadership skills with the ability to inspire, motivate, and mentor a team towards achieving departmental goals.
- Strong interpersonal skills and a commitment to fostering a supportive and inclusive environment where faculty members feel valued, empowered, and encouraged to innovate.
- A passion for professional development and a track record of providing opportunities for growth, skill enhancement, and pedagogical advancement among faculty members.
- Effective communication skills with the ability to collaborate productively with colleagues, Senior Staff students, parents and the wider community.

- A deep understanding of best practices in arts education and a proven ability to develop and implement a comprehensive visual arts curriculum that fosters creativity, critical thinking, and artistic expression.
 - Registration to teach in NSW.
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REPORTING

The Manager's Manager: Deputy Head Academic Care

The Immediate Manager: Director of Curriculum Strategy

This Role: Head of Visual Arts

APPROVAL

This Statement of Duties accurately details the primary duties and responsibilities of an **Academic Head of Department – Visual Arts**. *Approved by the Deputy Head Academic Care in May 2024.*

ACCEPTANCE OF ROLE STATEMENT

Role Statement accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____