

Statement of Duties

Academic Head of Department

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.

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

- Demonstrate a detailed knowledge and understanding of the subject discipline and curriculum.
- Demonstrate an ability to lead staff and students in academic excellence within this discipline.
- Provide all teachers and students within their Department 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.

MANAGEMENT OF STAFF MEMBERS

Heads of Departments shall manage their staff members by:

- Participating in the recruitment, recommendation and the selection of new teaching staff appointments with the Deputy Head Academic Care;
- Inducting new staff members into the Department and assessing their orientation into the School community;
- Communicating effectively with all Departmental staff members;
- 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; and
- 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; and
- Managing any building or physical spaces used by their Department.

OTHER

- 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.
- Intelligent, lateral and innovative thinker.
- Self-assessing and reflective.
- Team Player.
- Exceptional personal standards of honesty, integrity and professionalism.
- Strong leadership skills, including motivating, influencing, and team-building skills.
- Strong people management and development skills and orientation.
- Strong communication and presentation skills, both written and oral.

REPORTING

The Manager's Manager: Deputy Head Academic Care

The Immediate Manager: Director of Curriculum Strategy

APPROVAL

This Statement of Duties accurately details the primary duties and responsibilities of an **Academic Head of Department**.

Approved by the Deputy Head Academic Care in August 2024.

ACCEPTANCE OF ROLE STATEMENT

Role Statement accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
