



# FLINDERS

CHRISTIAN COMMUNITY COLLEGE

Hope & Purpose through Christian Education

## Flinders Christian Community College - Position Description Head of Faculty

### 1. POSITION IDENTIFICATION

<b>Title</b>	Head of Faculty	<b>Level</b>	Refer Schedule A – Flinders Christian Community College – Enterprise Agreement Teaching Staff 2017-2021
<b>Campus</b>	Tyabb	<b>Agreement/Award</b>	Flinders Christian Community College – Enterprise Agreement Teaching Staff 2017-2021
<b>Reporting To</b>	Head of Teaching and Learning	<b>Date effective</b>	January 2018
<b>Last updated</b>	September 2017	<b>Position No.</b>	PC61.2

### 2. INHERENT REQUIREMENT

#### Purpose

We bring hope and purpose to our community through Christian education.

#### Vision

To be a Transformative Christian Learning Community.

#### Values

##### We value:

- Love
- Faith
- Integrity
- Humility
- Grace
- Excellence
- Perseverance.

It is an inherent requirement that all persons employed at Flinders Christian Community College must model and demonstrate the reality of the Gospel by the way they undertake their employment responsibilities and by the way they live. Every activity undertaken by the College must be characterised by love, mercy, forgiveness, reconciliation, humility and justice, all elements demonstrated by Christ's life, death and resurrection, which is the core of the Gospel.

All employees must declare their unconditional agreement with FCCC:

- Purpose, Vision, Values, Philosophy of Christian Education, Goals
- Biblical Foundations and
- Biblical Beliefs and Principles
- Nicene Creed
- Apostles Creed.

The incumbent must have an in depth knowledge of the ethos of the College and the principles by which it operates and must be willing to support these unreservedly.

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### **3. CULTURE AND VALUES**

#### **Ethos**

All employees are expected to:

- Uphold at all times the practical demonstration of Faith in Christ and the College's underlying Christian beliefs and ethos in dealing with others
- Comply with Biblical standards of equity, justice, fairness and compassion in dealing with others within and beyond the College
- Act responsibly to protect the safety and security of our students and other staff at all times
- Encourage positive behaviours and attitudes in students and others that demonstrate respect for all
- Perform duties in a responsible and professional manner, with due regard for the College's policies and other legal requirements and obligations
- Exert responsible stewardship of College resources
- Promote and protect the College's reputation in the wider community
- Act appropriately when a conflict arises between the individuals' personal interest and their duty to the College

You must support the College values conduct yourself in a way which is consistent with the ethos of Flinders Christian Community College.

Specific expectations of employees with Flinders Christian Community College are detailed in the College Policy Handbook which is attached electronically and also located on the Colleges' Moodle intranet. You must support the Flinders Christian Community College policies and conduct yourself in a way which is consistent with the policies and practices of the College.

### **4. RISK AND COMPLIANCE**

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, students and the college. This position description is subject to the Risk Management Strategy/Policy and OHS Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices. To that end the following are also requirements of this role:

- a. Report all hazards observed including any potentially unsafe work practices;
- b. Report all incidents of injury or near miss;
- c. Actively Participate in all professional development and training regarding Risk management and OHS;
- d. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to the College.

### **5. CHILD SAFETY**

Our College is committed to child safety. We have zero tolerance of child abuse. Our robust People and Culture practices are strictly adhered to ensure that all employees understand their obligations with respect to Child Protection and the College's commitment to keeping our children safe.

### **6. PURPOSE OF POSITION**

The Head of Faculty is expected to be a teacher who will combine the function of coordination with that of professional colleague. As well as having an active teaching role, the Head of Faculty has administrative responsibilities which complement and supplement the work of the Campus Principal and Head of Teaching and Learning.

The Head of Faculty is expected to:

- a) Develop an environment in which the teaching team can create optimum learning conditions for their students.
- b) The Head of Faculty will contribute to the interests of the school and be prepared to accept responsibility for providing a good channel of communication between his/her team and the school administration.

## 7. WORKING RELATIONSHIPS

The Head of Faculty:

- reports directly to the Head of Teaching and Learning.
- will be required to consult with the Campus Principal, Head of School and Head of Teaching and Learning and be willing to expedite their directions.
- will be a member of the Campus Curriculum Committee.

Time release and financial remuneration for the Head of Faculty is granted at the discretion of the Principal and in accordance with the Enterprise Agreement.

## 8. BRIEF SUMMARY OF AREAS OF RESPONSIBILITY

ACCOUNTABILITIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p><b>OUTCOME: Vision and Strategy</b></p> <p>Support the realisation of the College vision and goals as articulated by the Campus Principal and Executive Principal.</p>	<ul style="list-style-type: none"> <li>▪ Planning, initiatives and outcomes are aligned with campus and organisational vision and strategy</li> </ul>
<p><b>OUTCOME: Curriculum</b></p> <p>Evaluate existing curriculum for its alignment with the school's philosophy.</p> <p>Lead the team in developing the aims for teaching the subjects in the faculty and make them available to the school community.</p> <p>Evaluate course content for relevance and meeting needs of students, the school and the community and VRQA requirements.</p> <p>Liaise with other coordinators to develop integration between faculties – across campuses, across schools.</p> <p>Develop and maintain an assessment and schedule testing for the faculty</p> <p>Advise and oversee setting of examination papers</p>	<ul style="list-style-type: none"> <li>▪ Christian world view consistently evidenced in curriculum</li> <li>▪ Effective collaboration and collegial development of curriculum aligned with College vision and mission</li> <li>▪ Curriculum is implemented and documented in accordance with VCAA, Australian Curriculum and policy requirements</li> <li>▪ Effective timely review and continuous improvement of curriculum application in liaison with other stakeholders</li> <li>▪ Professional Development and networks are attended and inform FCCC of curriculum development. Information is disseminated and communicate to staff effectively.</li> </ul>

<p>Oversee the development of curriculum documentation and the maintenance of curriculum resources</p> <p>Lead the department in ensuring that 21<sup>st</sup> Century pedagogy and best practice is adopted by staff.</p>	<ul style="list-style-type: none"> <li>▪ Ensure that the Educational philosophy is current and in accordance with best practice</li> <li>▪ Assessment and reporting is managed in accordance with College Mission, Vision, Values and Strategic Pillars, regulatory compliance and College policy</li> <li>▪ Online reporting system is actively managed and monitored, gaps identified and improvements demonstrated</li> <li>▪ Reporting data provided and uploaded by due dates</li> <li>▪ School courses current and up to date at all times</li> </ul>
<p><b>OUTCOME: Management and Leadership</b></p> <p>Conduct regular faculty meetings</p> <p>Be responsible for the budget preparation and application and frequent use of synergetic to monitor expenditure</p> <p>Liaise with the school administration on all matters concerning both the school and the faculty</p> <p>Be responsible for the acquisition, maintenance, control and storage of:</p> <ul style="list-style-type: none"> <li>(i) equipment</li> <li>(ii) resource materials</li> </ul> <p>Be responsible for the physical environment of the faculty, including the OH &amp; S audit</p> <p>Maintain statements of policies and records pertinent to the functioning of the faculty</p> <p>Oversee the development and maintenance of the relevant Department area on Moodle</p> <p>Oversee the professional development of staff, maintaining records of activities and reporting back to the faculty of professional development undertaken for the professional benefit of the whole faculty.</p>	<ul style="list-style-type: none"> <li>▪ To provide appropriate counsel and support for faculty staff and refer important matters to the Head of Teaching and Learning, Head of School or Campus Principal.</li> <li>▪ To call faculty meetings with agendas sent out in advance and minutes written that are available for the relevant stakeholders.</li> <li>▪ To access lesson plans, course outlines, testing instruments and examinations, assessment records.</li> </ul>

<p><b>OUTCOME: Students</b></p> <p>Work in consultation with classroom teachers and others, such as the Education Support Coordinator, where appropriate, to provide the best possible learning environment for students of varying abilities and needs.</p> <p>Identify and cater for children with special needs, in consultation with the Education Support Coordinator</p> <p>Monitor progress of students within the faculty</p>	<ul style="list-style-type: none"> <li>▪ Communication with parents, students is effective and consistent with College values, culture and educational best practice</li> </ul>
<p><b>OUTCOME: Staff</b></p> <p>Assist new teachers with interpretation of courses and the preparation of courses of study, course outlines and other resources.</p> <p>Assist and supervise staff in applying the faculty's testing and assessment policy</p> <p>Keep staff up-to-date in their fields and encourage them to expand knowledge of their subject</p> <p>Maintain appropriate standards and uniformity across classes studying the same subject consistent with the Victorian Essential Learning Standards</p> <p>Oversee student teachers within their faculty</p> <p>Encourage the use of support staff where applicable</p> <p>Distribute the workload equitably amongst the team</p> <p>Be aware of qualifications, abilities and interests of staff that could be utilised for the benefit of the college.</p>	<p>The Head of Faculty should exert a positive influence on:</p> <p>(a) The smooth day to day functioning of the faculty.</p> <p>(b) The quality of educational input and outcome in the faculty.</p> <p>(c) The morale of staff in the faculty</p>
<p><b>OUTCOME: People and Culture</b></p> <p>Be a point of contact for new Teaching Staff</p> <p>Lead Faculty Team in accordance with the vision, mission, values and strategy of the College</p> <p>Provide and encourage professional development opportunities for Faculty Staff</p>	<ul style="list-style-type: none"> <li>▪ New Staff are supported by Faculty Heads</li> <li>▪ Faculty is lead in alignment with College values and strategy</li> <li>▪ Staff are developed professionally and personally (hard and soft skills)</li> </ul>

<p>Management of work flow for Faculty Staff.</p>	<ul style="list-style-type: none"> <li>▪ The wellbeing of Faculty Staff is supported and actively managed.</li> </ul>
<p><b>OUTCOME: Finance</b></p> <p>Budgets are managed within budget limits with a key focus on maximising educational outcomes.</p> <p>Information is timely, accurate and available when required</p> <p>Assets (for example equipment) is acquired and maintained in accordance with College policy</p> <p>Resource materials are acquired giving due consideration to strategy and educational outcomes</p> <p>Pre-approval of all additional hours and time in lieu claims for General Staff within the faculty</p>	<ul style="list-style-type: none"> <li>▪ Responsible management of allocated budgets</li> <li>▪ Timely and accurate provision of information to the Head of Finance or delegated contact as requested and per the College timeline</li> <li>▪ Equipment is acquired, maintained and stored effectively</li> <li>▪ Effective resource materials are readily available</li> </ul>
<p><b>OUTCOME: Professional Learning and Development</b></p> <p>Keep abreast of writings in the fields of responsibility including adolescent education, best practice in the relevant field of studies;</p> <p>Establish and maintain appropriate professional networks;</p> <p>Keep the Campus Principal informed of relevant issues from reading/networking so that informed discussion can guide future development;</p> <p>Communicate to staff relevant issues from reading/networking and facilitate appropriate professional reflection</p> <p>HOTL, HOS and Campus Principal informed of any issues relating to staff performance and/or conduct.</p>	<ul style="list-style-type: none"> <li>▪ Professional practice reflects current thinking and research in adolescent education.</li> <li>▪ Professional networks are actively sought and maintained.</li> <li>▪ Campus Principal advised of relevant research pertaining to Senior School pedagogy in a timely manner</li> <li>▪ Communication to Sub School Staff regarding current research to be timely and effective.</li> </ul>
<p><b>OUTCOME: Behavioural Expectations</b></p> <p>All staff are expected to maintain the following behaviours:</p> <p>Treat everyone equitably; act fairly with staff and demonstrate respect for diversity</p> <p>Be an effective team player who is cooperative and easily gains the trust and support of staff, peers and clients through collaboration.</p>	<ul style="list-style-type: none"> <li>▪ Interaction with internal and external stakeholders via all forms of communication is consistent with College values, and embeds values in the organisation by the interaction</li> </ul>

## 9. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

### Essential knowledge:

The role of the Head of Faculty requires the skills and attributes of an outstanding educational leader. The successful applicant will have a passion for teaching and learning.

### Essential skills:

1. Mature Christian demonstrating Godly wisdom and Christ-like qualities
2. A well-developed understanding of and commitment to the principles of Christian education
3. Demonstrated successful teaching experience
4. Experience in and awareness of current teaching and learning issues, research and practice
5. Interest and experience in the integration of technology into teaching and learning in the classroom and also in relation to data analysis
6. Demonstrated ability to organise, lead and deliver professional learning programs
7. Demonstrated ability to initiate, organise and lead projects through a collaborative approach with other team members
8. Highly developed skills in leading and managing change in an educational setting, including the leadership of others in the process of change
9. A highlight developed capacity to motivate staff, develop their talents and build an effective team
10. Well-developed interpersonal skills
11. Administrative ability
12. Effective problem solving skills
13. Flexibility, workload prioritisation, manage multiple tasks effectively and proactivity.

### Leading the vision and values:

Keeping the vision and values of Flinders Christian Community College at the forefront of decision-making and action.

## 10. POSITION DIMENSIONS

<b>NUMBER OF STAFF DIRECTLY REPORTING TO POSITION</b>	
<b>EXTENT OF DELEGATED AUTHORITY</b>	Refer Working Relationships section
<b>LOCATIONS</b>	Tyabb campus
<b>ALLOWANCES/SPECIAL CONDITIONS</b>	Refer Schedule A – Flinders Christian Community College – Enterprise Agreement Teaching Staff 2017-2021  Tenure – 3 years
<b>SPECIALISED EQUIPMENT/SPECIAL LICENCE REQUIREMENTS</b>	VIT registration
<b>OTHER IMPORTANT DIMENSIONS</b>	Refer '10 Learning Principles'