



## Head of Department Role Statement

The Head of Department at MLC School is responsible for the overall quality of the teaching and learning programs for the students in those courses that fall within the particular key learning area and directly responsible to the Directors of Studies and Heads of School.

The Head of Department will be a dynamic, well qualified and experienced educational leader who will lead the department in the implementation of *Transforming Learning* at MLC School.

### 1. **Leadership:** The Head of Department will

- Lead the department in the development, implementation and evaluation of quality teaching and learning programs in line with the requirements of the Board of Studies (including VET courses where appropriate), the International Baccalaureate Organisation and Transforming Learning
- Be a curriculum leader who can engage students and staff in 21<sup>st</sup> Century pedagogy. This may involve communication of the department's vision at P & F meetings, Auxiliary Meetings, Information evenings, staff meetings
- Assist in the development and implementation of innovative school based curriculum initiatives through membership of the MLC Curriculum Committee
- Be actively involved in ongoing professional learning through involvement in school based learning, attendance at external courses and conferences, membership of professional organisations and HSC/IB marking
- Devise and implement a variety of practices designed to support the various professional development needs of staff from a range of backgrounds and experiences

### 2. **Administration**

- Implement the planning, development, implementation and review of departmental innovative teaching and learning programs in line with BOS and IBO requirements in consultation with DOS (Curriculum)
- Develop a departmental assessment policy Pre K-12 aligned with requirements of BOS, IBO and Transforming Learning
- Supervise the development and implementation of authentic assessment practices within the department
- Ensure the maintenance of accurate, secure and up-to-date records of students achievements and results
- Develop strategic plans and prepare briefings for the Heads of School and Director of Studies for department based initiatives

- Manage the overall administrative and organisational needs of the department in relation to curriculum. This will involve maintaining departmental records and databases of equipment, resources, orders, timetables, class lists, rooming allocations
- Work with the Director of Studies to prepare departmental budgets aligned to strategic plans

### **3. Operational**

- Teach an appropriate allocation of classes and provide quality learning opportunities for students based on an understanding of the theoretical and pedagogical basis of authentic learning and assessment
- Liaise with parents about academic progress of their daughter, respond promptly and effectively to parental and/or student concerns about academic progress
- Provide information, advice and counseling to students regarding selection of courses
- Provide support and advice to departmental teachers regarding communication with parents
- Assist in the process of staff recruitment in conjunction with the Principal and the Director of Studies
- Provide advice and support to departmental teachers in matters of classroom management and liaise with House Academic Support person, tutors, mentors, Heads of House and/or Heads of School as appropriate
- Contribute to the School's Pastoral Care Program either as a House tutor, Middle School mentor or a House Academic or Administrative support person
- Perform other duties from time to time as required by the Principal

### **4. Occupational Health and Safety**

- Implement relevant OH&S initiatives in their area of control, including risk assessment and control, and completing relevant records and forms.
- Communicate and enforce MLC School's OH&S Policies and Procedures to all persons in their care.
- Ensure that all staff they supervise are appropriately trained to reduce hazard risks and that all staff work within their capacity, experience and training.
- Ensure they personally comply at all times with MLC School's OH&S Policies and Procedures.
- Ensure that regular OH&S inspections are carried out within their area of responsibility.
- Consult with staff and representatives on OH&S issues.