



ST PATRICK'S COLLEGE TOWNSVILLE

WHERE AMBITION MEETS COMPASSION

Position Description

Head of Faculty – Religion

The College

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Board of Directors overseen by Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day students, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

Our Vision

St Patrick's College Townsville is a beacon of hope fostering ambition and compassion to create a better world.

The Role

The role of the Head of Faculty is to support the mission of the College through leadership of the learning and teaching program. This involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed and implemented at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decisions; developing appropriate partnerships within and outside of the school; and prudently administering available resources.

The Head of Faculty Tier 2 Complex will demonstrate the following:

- a clear vision of and support for the College's mission and its underlying values and ethos.
- leadership capacity - a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality.
- ability to analyse school curriculum data to determine areas of success and areas for improvement and to develop plans to address these.
- success as a classroom teacher.
- an appropriate level of professional qualification both formal and informal and/or relevant experience
- professional activity through membership of professional associations and on-going professional development.
- attributes of Religious, Educational, Human and Strategic Leadership.

The Head of Faculty Tier 2 Complex is responsible for:

- the leadership of designated curriculum area(s) taught in the College.
- the application of contemporary learning and teaching research and data analysis to classroom practice through professional development and supervision of teachers engaged in the area(s) of curriculum responsibility
- induction of new teachers within the area(s) of curriculum responsibility (or supervision of induction where it is undertaken by another experienced teacher), and/or
- pastoral care of staff engaged in the designated area(s) of curriculum responsibility, and/or
- other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.

The Person

- Be an exceptional, reflective teaching practitioner who values collaboration with others and is open to an environment which values peer observation and feedback, in order to improve student outcomes.
- Understand and appreciate the impact of targeted teaching as part of their lesson design, using both formative and summative assessment in order to track student progress and provide timely and relevant feedback.
- Commit to providing clear and visible learning goals and success criteria for students.
- Proficiency in teaching within relevant learning areas and specific subjects within the senior phase of learning (Years 7-12).
- A sound knowledge and understanding of contemporary teaching pedagogy as related to student learning needs.
- Hold appropriate tertiary qualifications and teaching accreditation including QCT registration.
- Fulfil, in a professional manner, the tasks assigned including the planning of curriculum units, preparation of lessons, and the assessment and reporting of student performance.
- Coordinating the development of work programs according to national, state and local requirements.
- Coordination of assessment, moderation and reporting programs, and the keeping of appropriate records.
- Keeping abreast of developments within the area of responsibility through ongoing professional reading and research, and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings.
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice.
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions.
- Contributing to the leadership of the College through active participation in staff and middle leadership meetings.
- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds.
- Regularly communicating with stakeholders about issues of legitimate interest and/or concern.

Expectations of Staff

- Demonstrated knowledge and understanding of the AITSL Professional Standards for Teachers as a framework for professional growth and development.

- To support and contribute to the Strategic Plan and Mission of the College: to promote fullness of life and nurture excellence in learning for all young women in a joyful environment.
- To dress, act and communicate in a professional manner that upholds the reputation of St Patrick's College Townsville.
- To encourage and develop within students a love for learning.
- To adhere to the Workplace Health & Safety and Risk Management practices of the College.
- To seek opportunities for professional development within identified areas of strategic focus within the College, including the on-going development of ICT skills.
- To maintain Continuing Professional Development (CPD) accreditation with the Queensland College of Teachers.
- To attend staff meetings, parent evenings, and special College functions as arranged by the College Leadership Team, including our annual Open Day and Speech Night.
- To maintain confidentiality and not denigrate the College in any way within the community.
- To willingly and voluntarily contribute to the College extracurricular program.
- As a professional learning community, we encourage teachers to develop positive learning and pastoral relationships with their students, and to work in cooperation with parents to achieve the best possible outcomes for each student.

Employment Conditions

All teaching staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019, which provides information in relation to levels of remuneration, leave, expected duties and work practices. In addition to directed duties, classroom teachers are expected to fulfil, in a professional manner, other tasks as assigned including the planning of curriculum units, preparation of lessons, the assessment and reporting of student performance and regular communication with parents and relevant College personnel in relation to the learning and pastoral needs of students in their care.

In addition to those responsibilities listed, teachers may be required to complete other appropriate duties and responsibilities as requested by the Principal from time to time.

The College reserves the right to alter roles and responsibilities at any point in time.

This is a permanent Middle Leadership Tier 2 Complex, reporting through the Dean of Academic Operations to the Deputy Principal - Academic.

NAME	
SIGNATURE	
DATE	
NAME	Amber Hauff Principal
SIGNATURE	
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