

Marian College Ararat



Head of Faculty

Location : Marian College Ararat

Classification : POL 2, 280 minutes

Reports to : Principal, Head of Learning and Teaching

STATEMENT OF DUTIES

Commitment to Catholic Education

- An understanding of the ethos of a Catholic school and its mission.
- A willingness to support the College's values, policies and procedures.

Head of Faculty

Curriculum Team Leaders are to be broken down into the following different departmental roles:-

- English/LOTE
- Humanities
- Mathematics
- Science
- Physical Education/Health
- Arts
- Technology

The Curriculum Team Leaders will be working with individuals and small teams of subject teachers to assist them in implementing curriculum and develop teaching strategies to meet the needs of individual students. The Team Leaders will work closely with the Head of Learning and Teaching and the Head of Curriculum.

The key responsibilities of the Curriculum Team Leaders are:

- Demonstrate a commitment to ensure that the ethical imperative of keeping children safe is recognised, understood, valued and upheld by all staff, volunteers and community members within the school;
- Work collaboratively to establish and implement reliable and effective child safe policies, strategies and practices within the college;
- To continually improve the quality of teaching and learning within their faculty.
- To ensure faculty meetings are well planned, are timely and follow up occurs where a staff member is absent.
- Ensure that all staff teaching in the respective faculty is working collegially and collaboratively with consistency in content taught.
- Implementing and monitoring the use of VELs and the National Curriculum within the curriculum to ensure the Dimensions are well covered
- In conjunction with the Head of Learning and Teaching work with subject teachers to help them develop a scope and sequence for each unit.
- Assisting subject teachers to maintain up to date work online in SIMON.
- Working with whole faculties and teams of teachers of the same subject at a given year level to ensure that a consistent approach is made to assessment and reporting.
- Assist the Head of Learning and Teaching in the development of student handbooks.
- Working with the Business Manager to assist subject teachers with

Commitment to Child Safety	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work ● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal
Skills/Attributes	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to develop and maintain strong working relationships with key stakeholders ● Capacity to work to tight timelines ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation