



Head of Science Faculty

Status: Permanent Full Time

Commencement: January 2021

Position: The Head of Science Faculty has responsibility for curriculum and team leadership for Years 9 to 12

Line management: This position is responsible to the Director of Learning and Teaching, the Director of Studies, the Head of Senior School and ultimately the Principal.

Terms

A Leadership Allowance (up to Level 3) and up to 0.3 FTE will be paid, commensurate with the responsibility of the position.

The seniority of the position of Head of Faculty necessitates that the incumbent may be required to be present on the campus before and beyond the regular timetabled day and during non-term time. This position also has an after hours component.

Faculty Leadership Duties (In additions to normal teaching duties)

- Responsibility for ongoing curriculum development and the implementation and design of quality, differentiated teaching and learning programs and assessment practices, that address the full range of student needs
- Lead, manage and support teaching and laboratory staff in the Senior School Science faculty
- Lead positive education practices in the faculty
- Promote and advocate for quality science education, in the school context
- Responsibility for faculty administration and Science facility use
- Responsibility for the budget and resources of the faculty
- Assist with induction of new staff to the faculty
- Collaborate closely and develop positive professional relationships within the Science faculty and the Senior School Leadership team, with staff across the school and the wider community
- Collaborate closely with other members of the Senior School leadership team and attend regular meetings
- Lead and manage the Workplace Health and Safety requirements of the faculty
- Lead and manage moderation processes and Moderation Day packages for the faculty
- Communicate with parents regarding Science Faculty matters
- Promote and use restorative practices when required

- Engage with professional networks
- Other duties as directed by the Head of Senior School, Deputy Principal and Principal

Selection Criteria

- An appropriate 4 Year Education Degree and registration with the ACT Teacher Quality Institute
- Demonstrated passion for effective learning and teaching
- Experience as a secondary teacher with a strength in Physics and Chemistry
- Demonstrated leadership in pedagogy and curriculum development
- Demonstrated capacity as an instructional leader
- Excellent communication and interpersonal skills
- Strong administration and organisational skills
- Experience in delivering professional learning to teachers
- Willingness to participate in the School's co-curricular program
- Interest in, and willingness to explore, innovative practices
- An understanding and support of a Christian based education in an Anglican context

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent Schools ACT Standards Model (Teachers) Multi Enterprise Agreement 2017*.

The Application

Applicants should provide the following documents via email to:

employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length)
- Curriculum vitae (no more than 4 pages)
- A copy of your academic transcript
- ACT Teacher Quality Institute registration. More information about registration is available at <http://www.tqi.act.edu.au/registration>
- [Working with Vulnerable People check](#)
- Details of three professional referees, preferably one referee should be your current minister

Applications close: 9am, Friday 2 October 2020