



Green Point Christian College

POSITION DESCRIPTION

Head of Department

Version: August 2026

CORE PURPOSE STATEMENT

The purpose of Green Point Christian College is to equip students for a life of redemptive action through a holistic education grounded in a Biblical perspective. This purpose assumes and requires that all members of staff: (a) are themselves living redemptively according to biblical principles and perspectives, and so (b) are able to contribute authentically to a Christian educational community where redemptive action is both valued and practised.

THE ROLE

Consistent with the Core Purpose Statement, all roles at Green Point Christian College including the role of Head of Department require the incumbent to: (a) affirm and promote the purpose, mission, Statement of Faith and policies of the College, (b) model and maintain the Christian ethos of the College in all areas of responsibility, and (c) contribute to the ongoing health and development of the College's Christian educational community both professionally and personally.

The Head of Department holds responsibility for the flourishing of a Department: its people, its programs and its practice. The primary purpose of this role is to serve the teachers within the Department as a coach, mentor and spiritual companion, using the College's Learning and Teaching Framework as the shared language and benchmark for professional conversations, observations and development. In so doing, the Head of Department ensures that every student in the Department encounters excellent, purposeful teaching grounded in the three pillars of Christian Community, Effective Teaching and Deep Learning, and is shaped toward the Graduate Profile of a GPCC education. The Head of Department reports directly to the relevant Head of School, liaising with the Head of Learning and Teaching on staff development and accreditation.

FAITH BASIS OF APPOINTMENT

All roles at Green Point Christian College are seen as ministry roles, and the appointment of staff to any role affirms the staff member's calling in faith to that role.

The ethos, aims and objects of a Christian School, including Green Point Christian College, are based on:

- acceptance of the Lordship of Christ; and
- acceptance of the Bible as the revealed Word of God.

Within Green Point Christian College these bases of faith are expounded in the Statement of Faith. The Statement of Faith does not exhaust the extent of the beliefs of the College and its members. The Bible itself, as the inspired and infallible Word of God, that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that the College and its members believe.

Your role requires that you must support the College in all matters pertaining to faith and belief and set an example of Christian conduct and behaviour consistent with the College's beliefs and ethos as outlined in

documents made available to prospective employees prior to interview. As a result, any appointment is conditional upon staff maintaining and demonstrating a continuing firm personal belief and lifestyle consistent with the School's Statement of Faith and the other documents provided to staff, this being an essential requirement of the appointment.

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the relevant Head of School on a day to day basis.

KEY AREAS OF RESPONSIBILITY

Spiritual Life

The Head of Department role is, at its heart, a ministry. The College's Learning and Teaching Framework begins with Christian Community because relationships in Christ are the foundational starting point for all effective teaching and deeper learning. The Head of Department is called to nurture that community within the Department, first by modelling it. The Head of Department will:

- Openly affirm and practise the Christian faith, demonstrating a life of growing discipleship to the Department team and the wider College community.
- Demonstrate a Christ-like presence in all dealings with staff, students and parents, reflecting the grace-filled, respectful and loving culture the Learning and Teaching Framework describes.
- Promote and support the mission, vision and Statement of Faith of Green Point Christian College within the Department and the wider College.
- Actively participate in staff devotions, contributing to prayer, discussion and the shared spiritual life of the College.
- Contribute to the pastoral care of students and others in the school community, supporting the College's commitment to the holistic development of each person.
- Nurture in Department teachers an understanding of how their daily work contributes to the College's ministry of equipping students for a life of redemptive living.
- Cultivate within the Department a team culture characterised by Godly wisdom: devotion to God, learning grounded in biblical foundations, and service and compassion to others.

Leadership

The Head of Department leads collaboratively, with clear communication of priorities and expectations, creating the conditions for Department teachers to do their best work. The Head of Department will:

- Exercise servant leadership across all areas of responsibility, modelling the honouring, connecting and serving dispositions the Learning and Teaching Framework describes.
- Demonstrate a collaborative and collegial approach to leadership, communicating clearly and transparently with all Department teachers.
- Actively participate in the broader leadership of the College through Heads of Department meetings, staff meetings and other College events.
- Implement College-wide decisions effectively within the Department
- Participate in relevant College committees and working groups as required.
- Support Department teachers in their implementation of the discipline system and the development of effective classroom behaviour management and culture.

- Provide support to Department teachers dealing with challenging behavioural situations, working in partnership with Year Advisors and the College Counsellors were applicable.
- Meet the WHS obligations of a supervisor, including proactive attention to the psychological health and wellbeing of Department teachers.

Learning and Teaching

The Head of Department champions excellent, Christ-centred learning and teaching within the Department, grounded in the three pillars of the College's Learning and Teaching Framework. The Head of Department will:

- Oversee the quality of learning and teaching across all classes in the Department, using the Framework's three pillars of Christian Community, Effective Teaching and Deep Learning as the shared benchmark for excellent practice.
- Support teachers in developing well-constructed sequences of learning that sequentially and coherently promote core knowledge and enduring understandings, with clearly communicated learning targets.
- Ensure programs and practices within the Department authentically integrate a Biblical worldview, helping students to see themselves as agents of change who co-labour with God in his purposes for the world.
- Support teachers in embedding holistic assessment: quality assessments for, as and of learning, with specific, thoughtful and timely feedback that supports each student's growth.
- Champion deep learning within the Department: learning that goes beyond surface knowledge to engage students in applied, meaningful explorations of both academic and spiritual truth, and that celebrates student achievement before authentic audiences.
- Foster wide connections with community, providing students with real-world learning opportunities that develop Biblical wisdom and Godly character in context.
- Support a differentiated approach to learning, attending to students with identified needs in consultation with the Enrichment team, and providing extension and enrichment for capable students.
- Assist with the placement of students into appropriate classes.
- Contribute to Information Evenings for relevant year groups, presenting course requirements and subject pathways.

Developing Self and Others

The Learning and Teaching Framework is explicitly designed as a coaching tool: a shared language that leaders use to support staff in their ongoing development as learners and teachers, and as a benchmark for professional growth and evaluation. Coaching and developing teachers is the most significant contribution a Head of Department makes to student outcomes. This work is grounded in the vision of Ephesians 4: equipping each member of the body for works of service, so that all grow up into Christ together. The Head of Department will:

- Use the Learning and Teaching Framework as the primary coaching tool, drawing on its three pillars and learning dispositions as the foundation for professional conversations, observations, goal-setting and feedback.
- Lead a structured coaching cycle with each Department teacher across the year, including goal-setting referenced to the Framework, focused classroom observation and post-observation reflective feedback.
- Facilitate collaborative practice within the Department.

- Model effective learning and teaching practice through demonstration lessons and co-teaching, drawing on the Framework's toolkit.
- Mentor Provisionally and Conditionally accredited teachers in the Department toward Proficient Teacher accreditation, acting as Accreditation Supervisor where assigned, and liaising with the Director of Learning and Teaching.
- Support Department teachers pursuing voluntary higher accreditation at Highly Accomplished or Lead Teacher level.
- Ensure new staff are appropriately inducted into the Department and orientated to the Framework and relevant College policies and procedures, in partnership with the Director of Learning and Teaching.
- Cultivate a culture of honest, gracious peer feedback, reflective conversation and collaborative improvement, in which all team members are growing as willing, wondering, persevering learners.
- Actively pursue their own professional growth and development, modelling the lifelong learner disposition the Framework calls for in all GPCC educators.

Curriculum Oversight

The Head of Department ensures the Department has a coherent, well-documented, NESA-compliant curriculum that reflects the College's commitment to excellence, a Biblical worldview and the big ideas and enduring understandings of each discipline. The Head of Department will:

- Be responsible for the development and ongoing review of curriculum within the Department.
- Oversee all documentation required for NESA-approved courses: scope and sequence, teaching programs and their evaluation, and assessment schedules and tasks.
- Ensure teaching programs reflect a biblically informed worldview, with conceptual and biblical threads connecting learning to other learning and learning to faith.
- Undertake regular evaluations of programs against the Framework to ensure quality, currency and effective integration of Christian perspectives.
- Coordinate and approve assessment tasks within the Department, ensuring timely marking, formative feedback and reporting of student work.
- In conjunction with the Director of Learning and Teaching, ensure all subjects comply with NESA requirements and are implemented in line with the NSW Curriculum Reform timeline.
- Ensure student reports accurately reflect syllabus outcomes and provide meaningful, growth-oriented feedback to students and families.
- Oversee curriculum for students with diverse learning needs, including Life Skills programs where applicable.

Organisational Responsibilities

The Head of Department ensures the Department operates with well-maintained records, resources and processes. The Head of Department will:

- Ensure the maintenance of all Department records, including programs, registers and assessment documentation, and ensure accurate use of College systems including Schoolbox, Teams and TASS.
- Oversee the development and implementation of Department procedures, including student assessment and reporting processes.
- Oversee the annual budget for the Department in conjunction with the Head of School and Business Manager.

- Monitor and maintain Department resources, including rooms, equipment, textbooks and consumables, ensuring proper maintenance and timely ordering.
- Train Department teachers in the administrative tasks and College systems relevant to their role in the Department.
- Ensure appropriate examinations and assessments are set for each year level in all subjects within the Department.
- Oversee the quality and timeliness of the student reporting process across the Department.

EXPERIENCE, KNOWLEDGE AND ATTRIBUTES

Essential Skills and Experiences

- Active involvement in a local church with a Minister's reference.
- Ongoing commitment to the College's Purpose, Mission, and Statement of Faith.
- Commitment to setting an example to students, staff and parents in matters of faith and conduct.
- Demonstrated experience coaching, mentoring or leading the development of other teachers.
- Current NESA accreditation at Proficient Teacher or above.
- A track record of effective classroom practice consistent with the GPCC Learning and Teaching Framework.
- Capacity to give and receive honest, constructive feedback grounded in respect and care for the person.
- Willingness to be involved in leadership development through formal study or courses.

ACKNOWLEDGEMENT

The requirements of this job description are intended to describe the general nature and responsibility of the work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their supervisor to support the College's compliance with its legislative obligations. The supervisor may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

HOURS OF DUTY

This is a permanent full-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and as outlined in the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement (current version) at the classification of Position of Responsibility Level 2, and will be documented in the Letter of Offer.