



JOB DESCRIPTION HEAD OF FACULTY PDHPE

1. PURPOSE OF THIS POSITION

The Head of Faculty: PDHPE involves the leadership and facilitation of the PDHPE program and teaching in the Secondary School. The role includes overseeing PDHPE resources and facilities and collaborating with other faculties utilising these resources and facilities.

2. REPORTING RELATIONSHIPS

Reports to _____ Principal
Direct Report _____ Deputy Principal Secondary
_____ Dean of Curriculum Secondary
This position _____ Head of Faculty: PDHPE
Non-Reporting relationship _____ Deputy Principal Teaching and Learning
_____ Dean of Academic Administration
Direct reports _____ Head of Sport Secondary
_____ Secondary PDHPE teachers
_____ Primary Sports Organiser

3. RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.
- Set an example to students, staff and parents in matters of faith and conduct.
- Demonstrate a growing understanding of the place of education, and of teaching and learning within a Biblical Worldview.

Pastoral Care of Faculty Members

- Encourage and developing harmonious and positive staff relationships

Daily Operations

- Oversee the planning and programming, based on NESA curriculum for PDHPE
- Effective and creative teaching, incorporating technology
- Pastoral care and behavior management of students
- Implementation of College policies and procedures
- Evaluation of programs
- Assessment of students
- Maintaining effective teacher/parent communication
- Supervise playground duty
- Supervise lunch detention
- Oversight of the maintenance of special facilities in consultation with the Facilities Manager
- Oversight of all aspects of WHS for PDHPE
- Ensure clear and timely communication about events

Maintain Faculty records

- Scope and Sequences

- Assessment Schedules
- Programs
- Program evaluations and registrations
- Overseeing report writing and proof-reading
- Preparing faculty meetings
- Faculty resources – purchasing and maintenance
- Textbook lists in liaison with the Deputy Principal Secondary and College Office
- Budget preparation and leadership
- Faculty Calendar
- Oversight of preparation of excursions including VTR preparations, Risk Assessments and notes

Develop and Maintain an Effective Progression and Secure Faculty Atmosphere by:

- Ensure that courses of study are carefully prepared and that the teaching programs reflect differentiation, quality teaching and ICT integration
- Support each staff member of the faculty with procedures to assist their work
- Offer a supportive and consultative role in relation to all teachers, but in particular to new and/or inexperienced teachers of subjects
- Oversee Practicum students where necessary
- Assist the Principal with teacher accreditation processes
- Oversee performance management of faculty staff
- Supervise the implementation of broadly based student assessment procedures
- Engage staff and students in continual evaluation of teaching programs
- Encourage the professional development of teachers within the subject area
- Collaborate with other members of the faculty, reviewing new material, current literature and contemporary methodologies
- Delegate responsibilities to teachers in the faculty, where necessary
- Develop the environment where students are challenged with the demands of Christ on their lives, their thinking and their pursuing of academic excellence in a particular subject area
- Maintain the standard of work from staff within their faculty
- Display a broad knowledge of the syllabus documents being taught within the faculty
- Ensure deadlines are kept by faculty members
- Be familiar with general College policy and assisting with implementation
- Plan the agenda and lead faculty meetings
- Construct faculty budgets for the following year in consultation with the Deputy Principal Secondary and Dean of Curriculum Secondary
- Ensure that the physical environment in which staff work is safe and aesthetically pleasing
- Monitor all components of the PDHPE budget
- Train staff in student reporting
- Proof read reports and oversee the completion of the process
- Organise the purchase and storage of all resources
- Liaise with the Deputy Principal Secondary in the process of staff allocations for the following year. This will reflect development plans made by the Head of Faculty in liaison with each staff member

Participation in the Secondary Leadership Team

- Work as a unified team member of the leaders overseeing Secondary curriculum and welfare
- Attend meetings set by the Deputy Principal Secondary including Monday afternoons until approximately 5.00pm
- Liaise thoughtfully and collaboratively with other leaders on the Secondary Leadership Team.

Co - Curricular

- Involvement in collegiate activities (Staff meetings, etc) and co-curricular activities, as required
- Attend Compliance session as directed by the Principal

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee’s current conditions of employment and the provisions of the NSW Christian Schools Teaching Staff Multi-Enterprise Agreement 2018-2020.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Dean of Curriculum Secondary).

The Line Manager (Dean of Curriculum Secondary) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that it accurately reflects my role.

Employee name _____

Signature _____ Date _____

Line Manager _____

Signature _____ Date _____

Principal _____

Signature _____ Date _____

(NOTE: When all parties have signed this page a copy of the document will be sent to the Employee)