



LEADERSHIP EMPLOYMENT OPPORTUNITY

Currently available

Head of Faculty Social Sciences

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Head of Faculty Social Sciences** who will:

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

The Role

- Leadership role (Position of Responsibility (PoR) 2 Head of Faculty
- This is a permanent full-time position Monday – Friday 8.00am to 4.00pm commencing Thursday 18 January 2024
- Position is in accordance with the NSW Christian Schools Teaching Staff MEA
- Role description available at www.tcc.nsw.edu.au

Specific Criteria

- Business Studies 11-12 (required)
- Commerce 9-10
- Other HSIE 7-12 subjects (Please state)

Application documentation must include:

- Completed and signed Toongabbie Christian College Teaching Staff Employment Application Form, available at www.tcc.nsw.edu.au
- Full CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Head of Faculty Social Sciences**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Mrs Gai Thomas Deputy Principal Secondary 02 88632952 dpsec@tcc.nsw.edu.au
- This role does not have a closing date for applications

Selection process

- This role does not have a closing date and will close when a suitable applicant is found. Interviews may commence upon receipt of suitable applicants
- Commencement date – 18 January 2024

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION
HEAD OF FACULTY SOCIAL SCIENCES

1. PURPOSE OF THIS POSITION

The Head of Faculty Social Sciences as a Secondary curriculum leader has the responsibility to provide leadership and direction to the teaching and learning of Business Studies, Economics, Commerce and Geography in Years 7-12, meeting NESA requirements. Performing their day-to-day responsibilities under the direction of the Dean of Curriculum Secondary, the Head of Faculty Social Sciences is responsible for ensuring the Faculty programs at the College are compliant, innovative, challenging, documented, reviewed and delivered underpinned by ongoing support of teachers in the Faculty and their professional learning. The Head of Faculty Social Sciences focuses on establishing and overseeing pedagogy that will ensure high quality outcomes for students while responsive to a diverse student population. Embracing instructional leadership of the Social Sciences Faculty supported by a personal love of teaching and learning are important qualities of the Head of Faculty Social Sciences.

2. REPORTING RELATIONSHIPS

Reports to _____ Principal
Direct Report _____ Dean of Curriculum Secondary*
Critical professional relationship Deputy Principal Secondary
This position _____ Head of Faculty Social Sciences
Reports _____ Faculty teachers
Non-Reporting relationship _____ Deputy Principal Teaching and Learning
Business Manager
Deans of Students
Dean of Secondary Operations
Head of Learning Support Secondary
Head of Development
Head of Faculty HSIE
Curriculum Compliance Administrator Secondary
PA to the Deputy Principal Secondary

*The Dean of Curriculum Secondary reports to the Deputy Principal Teaching and Learning.

3. PERSON AND PROFESSIONAL ATTRIBUTES

- Excellent interpersonal skills demonstrating the ability to interact, liaise effectively and establish positive relationships with staff, students and parents/carers.
- Ability to work and collaborate in a team environment while building a strong team culture.
- Capacity for initiative and creative problem solving.
- Establish a clear vision for curriculum development and delivery to ensure improved outcomes for students.
- Demonstrate the ability to accurately administer, document, implement and monitor compliance.
- Display attention to detail and high levels of accuracy.
- Apply excellent time management skills.
- Demonstrate the use of data to inform teaching and learning.
- Demonstrate a high level of written and spoken communication skills.
- Apply a high level of ICT skills.
- High level competency to implement technology in curriculum delivery.
- Committed to professional learning aligned to the AITSL standards.

- Be adaptable, flexible and motivated.
- Provide a learning environment that promotes learning and is positive, safe and caring.
- Ensure the learning environment supports the learning of students with different abilities and learning styles.

4. 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/carers in matters of faith and conduct.
- Demonstrate a growing understanding of the place of education, and of teaching and learning within a Biblical Worldview.

Curriculum

- Ensure that courses of study are carefully prepared and that the teaching programs reflect differentiation, quality teaching and ICT integration.
- Oversee assessment planning for the Faculty meeting NESA compliance requirements while providing growth and development opportunities for students.
- Ensure the assessment policy and procedures, including student grades are consistently applied and meeting relevant compliance requirements.
- Develop a supportive learning environment with a focus on student engagement and the improvement of student learning outcomes.
- Ensure effective enrichment opportunities for students.
- Participate and contribute to the development of online courses and assessments on the College Learning Management System.
- Analysis of data that informs and directs teaching and learning.
- Work collaboratively ensuring numeracy is integrated across all curriculum areas.
- Collaborate with other members of the faculty, reviewing new material, current literature and contemporary methodologies
- Oversee the student reporting process with a focus on proofreading, accuracy and completing the process meeting required timelines.
- Display and apply a broad knowledge of the syllabus documents being taught within the Faculty.
- Maintain and enhance their own classroom practice and model best practice to faculty staff.

Leadership and Management

- Offer a pastoral, supportive and consultative role in relation to all teachers, but in particular to new and/or inexperienced teachers of subjects in the Faculty.
- Encourage and develop harmonious and positive staff relationships.
- Oversee performance review of faculty staff which includes goal setting and development.
- Plan and provide direction of professional learning of teachers within the Faculty.
- Engage with the teacher accreditation process in consultation with the Head of Development.
- Delegate responsibilities to teachers in the faculty, where necessary.
- Maintain the standard of work from staff within the Faculty.
- Plan the agenda and lead Faculty meetings.
- Develop and oversee faculty budgets in consultation with the Deputy Principal Secondary and Dean of Curriculum Secondary.
- Liaise with the Deputy Principal Secondary and the Dean of Curriculum Secondary in regards to staff allocations for the following year.
- Manage subscriptions in line with the *Subscriptions Policy and Procedures*.

- Oversee the planning and running of all events by following the *Events and Shared Facilities Policy and Procedures*.
- Play an active role in supporting teachers with Parent/Carer Teacher interviews and meetings.

Students

- Actively be a formal and informal presence in Secondary classroom and the playground.
- Support faculty staff and the Deans of Students managing student behavior.
- Play an active role in motivating students in the Faculty particularly in what it relates to the curriculum promoting a love of learning in students.

Maintain Faculty records and resources

- Maintain and oversee all faculty records in the prescribed manner, including scope and sequences, assessment schedules, teaching programs, program evaluations and registrations.
- Recordkeeping and distribution of all faculty meeting minutes.
- Manage the purchasing and maintenance of faculty resources.
- Prepare textbook lists in liaison with the Deputy Principal Secondary.
- Budget preparation and monitoring.
- Contribute to the College Calendar.
- Oversight of preparation of Social Sciences events in line with the *Events and Shared Facilities Policy and Procedures*.

Participation in the Secondary Leadership Team (SLT)

- Contribute actively as a member of the SLT.
- Attend SLT meetings as directed by the Deputy Principal Secondary.
- Liaise thoughtfully and collaboratively with other leaders on the Secondary Leadership Team.

General

- Involvement in collegiate activities (Staff meetings, Open Days, etc) and co-curricular activities, as required.
- Attend Compliance sessions as directed by the Principal.
- Facilitate subject related evenings presented by the Secondary School.
- Make required contributions to Secondary School academic publications.
- Maintaining effective teacher/parent communication.
- Supervise playground duty and lunch detention.
- Act as Duty Supervisor.
- Oversee practicum students and interns where necessary.
- Ensure that the physical environment in which staff work is safe and aesthetically pleasing.

4. AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description 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.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-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 as required, but within the skills and responsibility levels appropriate to the role.

This role will undergo an annual performance review.