Position Description

<table>
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<tr>
<th>Position Title:</th>
<th>Head of Department</th>
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<td>Faulty/Department:</td>
<td>Academic</td>
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<td>Reports to:</td>
<td>Director of Faculty</td>
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<td>Classification:</td>
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Brisbane Girls Grammar School

Brisbane Girls Grammar School is one of Australia’s leading girls’ schools, established in 1875 as one of Queensland’s original Grammar schools. An academically non-selective independent school, BGGS provides a broad, liberal education for 1420 girls in Years 7 to 12.

Girls Grammar strives to enrich girls’ lives through learning, establishing the educational foundation for young women to contribute confidently to their world with wisdom, imagination and integrity. The School’s curious, adventurous and principled students are nurtured by dedicated, expert staff, and supported by a community of parents, alumnae and friends that values the finest traditions and aspirations in education.

The Position

The Head of Department works with the Director of Faculty in the areas of ongoing professional development, implementation and oversight of academic programs, influencing direction and outcomes of their discipline/subject area from Years 7-12. They are a member of the Curriculum Committee.

Heads of Department provide advice to the Director of Faculty in matters concerning curriculum, strategic planning for the Faculty and resource management. This role is accountable for leading and inspiring staff to embrace a vision and purpose that supports the achievement of the School’s academic and broader goals.

Key Accountabilities

**Leadership**

- Develop a dynamic student-centered vision of the future, imparting it to others and steering clearly towards it
- Foster an environment where staff feel supported and enabled to perform at their best. This requires acknowledging individual differences and responding thoughtfully and with positive regard
- Act with integrity and ensure fairness in decisions within the curriculum area(s) and in the wider school environment

*Nil sine labore* LIVES ENRICHED BY LEARNING
Work collaboratively in teams to create a climate of trust in which new ideas can be explored, debated and considered

Maintain a flexible approach to structures which support the school’s vision

Monitor outcomes and provide ongoing feedback to staff and students

Encourage innovation, best practice and support experimental projects

Encourage and arrange subject/curriculum-specific professional development

Participate in reflective processes, offering advice, support and leadership

Assist in the induction of new staff members

Assist in the deployment and supervision of pre-service teachers.

Represent the subject for the school, including holding a leadership role for the subject external to the School, such as QCAA panel

Support colleagues in academic and disciplinary matters.

Curriculum

Encourage enhancement of teaching in relation to learning environments, learning styles and practices in Years 7 to 12

Be responsible for the interpretation of faculty policy from a department's perspective and its implementation

Develop ways of encouraging students to become independent or collaborative learners by various means including using technology as a tool

Demonstrate and provide opportunities for sharing of best practice

Establish a familiarity with syllabus requirements for all relevant subjects

Be cognizant of current trends in teaching and learning in all relevant subjects

Implement the school’s academic policies and contribute to their enhancement

Assume responsibility for the preparation and implementation of work programs

Plan, promulgate and be responsible for assessment policy across the faculty

Monitor assessment procedures and student profiles

Manage student data, ensuring accuracy and timely submissions

Ensure the requirements of QCAA are implemented

Assist in school planning in the long and short term

Reflect upon and evaluate procedures with the faculty and the school

Engage in QCAA (or similar) curriculum, moderation and marking processes.

Resource Management

Provide information for budget preparation

Plan, maintain, build and deploy resources

Select textbooks and other resources, including digital and interactive programs.
Qualifications, Experience and Competencies

- Possess relevant tertiary qualifications, or equivalent combination of relevant work experience and/or education including current Queensland College of Teachers registration
- Possess in-depth and current subject knowledge in relevant subject areas
- Demonstrate an understanding of effective leadership and management
- Demonstrate innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of the organisation
- Proven ability to work collaboratively and energetically within a dynamic organisation
- Demonstrate an understanding of current theory and research relating to girls’ education
- Must have outstanding professional presentation and manner
- Possess excellent communication skills
- Demonstrate technological literacy across a range of applications
- Ability to liaise professionally with staff, students, parents and other colleagues.