



BRISBANE GIRLS GRAMMAR SCHOOL

Position Description

Position Title:	Head of Department
Faulty/Department:	Academic
Reports to:	Director of Faculty
Classification:	PAR 2

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

- 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.