



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954



**EDMUND RICE EDUCATION**  
**AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

## **Head of Faculty (English and Languages) (Permanent)**

Ongoing commencing 28 January 2020. Please see the Role Statement below for information regarding this role.

To be appointed to this position to teach in the ACT, the applicant will need ACT TQI Registration and a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via [rlemon@stedmunds.act.edu.au](mailto:rlemon@stedmunds.act.edu.au) or 6239 0621 if you have further questions.

Applications close: Tuesday 19 November 2019 at 5pm, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



## ROLE DESCRIPTION: Head of Faculty

<b>Policy Number</b>	Section 11-55 Annex G3
<b>Relevant to</b>	Heads of Faculties
<b>Responsibility</b>	Assistant Principal Teaching and Learning
<b>Authority</b>	Principal
<b>History of policy/procedure</b>	Updated 2010, 2012, 2019
<b>Related policies</b>	Academic policies, BSSS Compliance, ACT Education Act
<b>Publication location tracking</b>	Handbook

1. Head of Faculty are appointed by the Principal, and are responsible to the Principal, through the Assistant Principal Teaching and Learning, for the efficient development and practice of the curriculum in their faculties.
2. In the matter of **curriculum**, Head of Faculty are responsible for:
  - 2.1 preparation of all courses for Years 7-12 in accordance with the aims and objectives of St Edmund's College and providing support to College wide curriculum programs;
  - 2.2 ensuring that curriculum content and the teaching resources used within their Faculties are in keeping with the Catholic philosophy of education and the College Mission Statement and conform to the Australian Curriculum;
  - 2.3 liaising with the Head of Library or Assistant Principal ICT and Innovation on matters of purchase of resources including software, hardware, and audio visual material;
  - 2.4 conducting an annual review of the curriculum and programmes of at least one Faculty course;
  - 2.5 assessing applications for excursions submitted by faculty staff for curriculum relevancy and approving or rejecting;
  - 2.6 ensuring that all College WHS policies are followed in the presentation of classes and the conduct of excursions and exercises for which the Faculty has responsibility;
  - 2.7 exercising quality control of assessment grids, tests and examinations, the preparation of which have been delegated to teachers in the Faculty;
  - 2.8 maintaining the security and good order of Faculty resources, Faculty staff and teaching areas;
  - 2.9 strategic planning for the purchase of capital equipment (including class texts) in support of the classes presented by the Faculty;
  - 2.10 administering subject competitions conducted under the sponsorship of the Faculty;

2.11 ensuring that teachers make effective use of the College's learning management platform to deliver and assess curriculum content

3. In the matter of **financial management**, Head of Faculty is responsible for:

3.1 managing the annual budget for recurrent and capital expenditure in accordance with the Financial Instructions from the Director of Business Services;

3.2 maintaining control over the items of the College Assets Register issued to the Faculty and advising the Director of Business Services of any losses or damage.

4. In the matter of leading **teaching and learning**, Head of Faculty are responsible for:

4.1 supervising all teachers assigned to the Faculty, including supervision of;

- the common duties specified for class room teachers;
- special duties assigned by the Head of Faculty;
- ensuring assignment and assessment items are distributed to students/parents (i.e. Canvas)
- classroom management and student behaviour

4.2 contributing to the appraisal process to which a teacher assigned to the Faculty may be subject;

4.3 mentoring beginning teachers assigned to the Faculty;

4.4 holding regular meetings with teachers to discuss problems and matters of common interest within the Faculty;

4.5 providing support to teachers on a day to day basis as well as in the area of professional learning;

4.6 the maintenance of Faculty records for five years including:

- record of class marks (Years 7-12)
- record of course and unit scores (Years 11-12)
- course descriptions
- master lists of current course programmes and assessment grids;

4.7 promptly disseminating information provided through the Academic Committee to the teachers assigned to the Faculty;

4.8 liaising with Heads of House on the academic aspects of students' progress.

5. In the matter of **student management**, the Head of Faculty are responsible for:

5.1 in consultation with Heads of House and teachers, determining the distribution of students to classes and giving approval for changes of subject levels within the Faculty;

5.2 interviewing, and maintaining a record of interview in the College's School Management system, of all students referred by teachers for unsatisfactory academic progress and, as necessary advising parents and relevant staff of the outcome of the interview;

5.3 interviewing and maintaining a record of interview, of all students referred by teachers for class room misbehaviour and, as necessary advising parents and relevant staff of the outcome of the interview;

5.4 in consultation with the appropriate teacher and, if necessary, the Head of House, authorising extensions for assignments and rescheduling of tests;

- 5.5 ensuring that students and their parents are fully aware of Faculty expectations, procedures and policies;
  - 5.6 taking a proactive role in support of teachers experiencing class room difficulties through positive intervention, if necessary;
  - 5.7 being the point of contact for parental enquiries on matters connected with the operation of the Faculty and the performance of their son.
6. In the matter of **allocation to classes**, Heads of Faculty are normally expected to teach four classes of which at least three lines should be taught within their Faculty.

#### **Other Duties**

7. Other duties assigned to Heads include:
  - 7.1 teaching within their academic discipline;
  - 7.2 undertaking the role of a House tutor,
  - 7.3 other reasonable duties as required by the Assistant Principal Teaching and Learning, the Deputy Principal or the Principal.

#### **Selection Criteria**

1. A commitment to the Charter and Touchstones for Catholic Schools in the Edmund Rice Tradition.
2. An expert teacher with an ability to lead and inspire staff within the faculty.
3. Ability to develop an innovative and creative vision for the Faculty and the necessary personal attributes to enable the achievement of the Vision.
4. Able to develop and maintain positive relationships with students, parents and colleagues.
5. Strong verbal and written communication skills.
6. A deep understanding of and commitment to the wellbeing of boys and their educational success.