

# Role Description



## Head of Faculty

DEPARTMENT/FACULTY	Teaching & Learning
REPORTS TO	Principal via Deputy Principal Teaching & Learning
LOCATION	Senior Campus
TYPE OF EMPLOYMENT	The position of the Head of Faculty (HOF) is a full-time, ongoing position.  The Head of Faculty carries a teaching load of between 0.4 and 0.6 FTE (Full Time Equivalent) depending on the size and complexity of the individual faculty.
INDUSTRIAL INSTRUMENT	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021
CLASSIFICATION/GRADE/BAND	Band 3 plus Leadership Level 3 Allowance

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

*St Ignatius' College acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live and educate. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.*

### ROLE PURPOSE

The Head of Faculty (HOF) role is inspired at all times by the highest Ignatian ideals of AMDG, 'For God's Greater Glory'. Within this context lies the Ignatian concept of Companionship and Collegiality. This relationship was modelled by Ignatius' and his early companions and strives to uphold the virtues of being people for and with others.

The HOF participates in the effective leadership of the Faculty Team in the areas of curriculum and teaching and learning and is an integral part of the Riverview Community.

As the leader of a Faculty Team, the HOF has delegated responsibility for the development and articulation of the Faculty's philosophy and vision, efficient Faculty operation and Team leadership. The HOF carries the primary responsibility for the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided to each student.

### ROLE RESPONSIBILITIES

#### Team Leadership

- To exercise effective team leadership for the development and support of an efficient Faculty Team in line with the Ignatian concept of Collegiality that underpins the organisational structure of the College.

#### Climate of Excellence

- To encourage a climate of excellence in student academic performance through the modelling and establishment of an effective climate of quality learning, teaching, personal best achievement and collaborative relationships between teachers, students and parents.

#### Vision

- Collaborate with the members of the Faculty Team in formulating the development and articulation of a Faculty vision.

- Ensure that the members of the Faculty Team have opportunities to develop an understanding of the vision and promote appropriate implementation strategies.
- Ensure that the College Mission and the Values are effectively integrated within each course.
- Share the Faculty vision with colleagues on the Faculty Team in order to ensure that there is consistency with other Faculties, the College Mission and particular policies in regard to College curriculum.

### Curriculum leadership

In regard to the teaching and learning that occurs within the Faculty:

- Plan, oversee and implement an effective (NESA approved) assessment program in all year groups that examines outcomes in a way that allows students to demonstrate knowledge and skills in different creative contexts.
- Conduct a thorough analysis of HSC results on an annual basis and report results to the Principal and Deputy Principal Teaching and Learning.
- Provide structures to ensure the recording and integrity of student marks and results and liaise with staff as to accuracy and use of marks in reporting.
- Plan and organise excursions and incursions that complement and enhance student learning outcomes.
- Liaise with the Deputy Principal Teaching and Learning to deal with and report accurately on student misadventures and assessment appeals.
- Liaise with the Chief Information Officer to deliver effective technology and innovation within the Faculty.
- Ensure that all subjects and courses (Years 7 to 12) have appropriate programs that are designed to further Ignatian concepts and meet the needs of the students and the requirements of the NSW Education Standards Authority (NESA).
- Lead the Faculty Team in effective implementation of the annual review of Faculty programs and practices and work collaboratively with the Deputy Principal Teaching and Learning.
- Ensure that the members of the Faculty Team are aware of, and compliant with, all NESA requirements in regard to course specifications, mandatory hours, and accurate record keeping (Years 7 to 12).
- Provide leadership and support to teachers in the development and implementation of a variety of best practice teaching and learning strategies (Years 7 to 12).
- Ensure all students with special needs have appropriate access to the curriculum in the classroom by establishing effective liaison with the Learning Enrichment Faculty in regard to the appropriate support of students with learning difficulties and disabilities and their teachers (Years 7 to 12).
- Ensure those students with particular gifts and talents (Years 7 to 12) are appropriately identified, supported and challenged in liaison with the Learning Enrichment Faculty.
- Ensure that students and parents are adequately informed about the support available for students with special needs.
- Implement effective practices within the Faculty for regular monitoring of student progress and academic standards (teaching and learning) (Years 7 to 12).
- Assist the Director of Regis Campus to ensure that there is consistency in the delivery of courses, classroom practice and the achievement of agreed outcomes (Years 5 to 6).
- Provide a strategic and systematic approach to student feedback to ensure there is a clear understanding about the standards and how students can work to improve their outcomes based on previous performance (Years 7 to 12).
- Ensure that all Faculty Team members have the opportunity to engage in processes that are designed to regularly monitor the academic progress of each student, and the academic standard being achieved by the Faculty as a whole.
- Regularly monitor the academic standards being achieved by students in the Faculty (Years 7 to 12) and to work in collaboration with the Director of Regis Campus to monitor academic standards at the Regis Campus.
- Ensure that student reports reflect syllabus/program outcomes.
- Contribute to the accurate maintenance of student records.
- Assist in the compilation of a detailed report of academic achievement for each student at least once each semester.

### Staff development and the administration of the Faculty

In relation to the operation of the Faculty, and the effective support and supervision of team members:

- Work in conjunction with the Head of Professional Learning to oversee, assist and report on new scheme and experienced teachers progressing between and within bands.
- Ensure that all new Faculty staff members are introduced and conform to the policies and routines of the Faculty (Years 7 to 12).
- Ensure that all Faculty staff members are informed about subject specific developments and changes (Years 7 to 12).
- Ensure that all Faculty staff members engage in appropriate professional development activities to keep them abreast of current developments and best practice in the subject (Years 7 to 12).

- Work with each Faculty staff member to ensure that they engage in the professional review and development process and develop and implement their own professional development plan (Years 7 to 12).
- Meet with each member of the Faculty Team as often as is practicable and conduct regular classroom observations, both formal and informal, where appropriate (Years 7 to 12).
- Check the Teachers' use of programs and registers and the validity of the recorded information (Years 7 to 12).
- Post on Canvas, the College Learning Management System, all programs including outcomes and assessments (Years 7 to 12).
- Collaborate with all Faculty teaching staff members to ensure that they are adequately supported in regard to the development and application of appropriate classroom teaching and management practices (Years 7 to 12).
- Facilitate regular Faculty meetings (Years 7 to 12).
- Participate in the College budget process to ensure that the Faculty needs are appropriately represented and resourced and that the Faculty budget allows for regular upgrading of resources (Years 7 to 12).
- Ensure that class allocations are effectively managed (Years 7 to 12).
- Participate in the selection process for the appointment of new Faculty staff with the Deputy Principal Teaching and Learning (Years 7 to 12) and the Deputy Principal Staff.
- Apply appropriate processes to supervise and support Faculty staff in the exercise of their primary responsibilities in regard to classroom management and discipline (Years 7 to 12)

### Co-curriculum

There is an expectation that all teachers at Riverview will involve themselves in the co-curricular activities offered to students at the College. The Acting Head of Faculty:

- Will give time to the College after school and/or at the weekends to fulfil their co-curricular obligations (Sport and/or activity).
- In consultation with the Head of Co-curriculum, and the relevant Sports Programme Coordinator, plans a consistent, coherent and relevant program in their area of co-curricular activity.
- Provides the appropriate duty of care and supervision to the students in their charge.

---

## THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

---

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

---

## WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.