

## **FACULTY LEADER – POL 3**

(Time allowance 8 periods per cycle)

### **ROLE DESCRIPTION**

**2020-2023**

The Faculty Leader is a key figure in implementing the Curriculum, school and subject policies, participating in the development of a learning vision and promoting a supportive and responsive learning culture to the school community. The Faculty Leader is passionate about their learning area(s) and enjoys building a team who work collaboratively to inspire students to do their best.

As the delegated leader of a Faculty Team in the College, the Faculty Leader is responsible to the Principal through the Director of Studies for the organisation and supervision of the work of teachers and students in the faculty. A Faculty Leader will assist and work in collaboration with the Director of Studies in the implementation of outcomes, programmes, assessment tasks and reporting.

The Faculty Leader's primary role is to work with others to build an effective learning community within the College as a whole, providing an optimal environment for student and staff development. They are responsible for the administration of one or more subject areas within the school. As the leader of a particular Faculty Team, the Faculty Leader has delegated responsibility for the development and articulation of the department philosophy and vision, efficient department operation and team leadership. The Faculty Leader 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.

This position carries a time release of 8 x 50 minute periods each fortnight.

Major Areas of Responsibility:

**Leadership**  
**Curriculum, Learning & Teaching**  
**Staffing and Administration**

## LEADERSHIP

1. Exercise effective team leadership for the development and support of an efficient faculty team who work collaboratively to implement the vision and mission of the College. Including attending appropriate spiritual formation activities as required by the MSC Spiritual Formation Policy.
2. Actively participate in Faculty Leader meetings and work collaboratively with other faculties in improving the quality of learning and teaching throughout the college.
3. Provide leadership by example in professional attitudes and growth, pedagogical excellence, curriculum expertise, command of subject matter, departmental organisation, productive relationships and a genuine concern for students and their learning.
4. A demonstrated commitment to modelling learning behaviours through further study and personal development goals.
5. Encourage a climate of excellence in student academic performance through the establishment of an effective climate of quality learning, teaching positive education principals, personal best achievement and collaborative relationships between teachers, students and parents.
6. Collaborate with the members of the Faculty Team in formulating the development and articulation of a Faculty vision
7. Ensure that the members of the Faculty Team have opportunities to develop an understanding of the vision and promote appropriate implementation strategies.
8. Ensure that the College Mission and the Values are effectively integrated within faculty courses.
9. 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.
10. Submit proposals for relevant funding grants and capital works when available
11. Submit an annual faculty report to the Director of Studies outlining short term (12-18 months) and long term goals (3-5 years).
12. Ensure that all students enrolled, and any child visiting, have a right to feel safe and be safe. The wellbeing of children in your care will always be your first priority and you will have a zero tolerance to child abuse.

## CURRICULUM, TEACHING AND LEARNING

1. Represent the faculty at Faculty Leaders meetings coordinated by the Director of Studies and support implementation of curriculum related policies and procedures.
2. Liaise and work with other Faculty Leaders to coordinate a holistic school curriculum with clear scope and sequence which address the Victorian Curriculum and Assessment Authority (VCAA) and Australian Curriculum, Assessment and Reporting Authority (ACARA).
3. Carry out regular evaluations of work programs of subjects in the faculty and reframe them as necessary e.g. in the light of new syllabus directions, technologies, Essential Learnings, NAPLAN requirements, College initiatives, student needs/interests, etc.
4. Inform teachers and the Director of Studies of new curriculum updates from school, diocesan, state or national directives relevant to the faculty.
5. Convey to members of the faculty information, directives and requests from the Director of Studies, Senior Leadership Team or other bodies.
6. Work with other faculties and teachers in cross-curriculum initiatives where agreed.
7. 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).
8. Ensure all students with special needs have appropriate access to differentiated curriculum in the classroom by establishing effective liaison with the Special Education Coordinator in regard to the appropriate support of students with learning difficulties and disabilities and their teachers (years 7 to 12).
9. Ensure those students with particular gifts and talents (years 7 to 12) are appropriately identified, supported and challenged in liaison with the LEEP teachers and the Special Education Coordinator.
10. Implement effective practices within the faculty for regular monitoring of student progress and academic standards (teaching and learning), including the moderation of work across year levels.
11. 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.
12. Regularly monitor the academic standards being achieved by students in the faculty and work in collaboration with the Director of Studies to monitor academic standards in AUSVELS (years 7-10) and VCE/VCAL (years 11-12) to formulate action plans which identify strategies to improve academic performance within the faculty.
13. Ensure that student reports accurately reflect syllabus/program outcomes.
14. Support the Director of Studies in checking and proof reading reports as instructed.
15. Ensure that students with poor results are followed-up and monitored.
16. Ensure that tests and examinations are set and other assessment procedures followed such as to ensure fair and valid assessment and the maintenance of proper standards and records
17. Contribute to maintenance of a student management database (SIMON behavioural tracking) in collaboration with the Year Level Coordinators, Teachers and the Director of Students.
18. Support teachers in student management within their subject area.
19. Promote faculty-related opportunities for students in industry and the community and encourage them to engage in related co-curricular activities (e.g. competitions, camps);
20. Establish partnerships with the wider community.

## STAFF AND ADMINISTRATION

1. Assist the Director of Studies to ensure that there is consistency in the delivery of courses, classroom practice and the achievement of agreed outcomes (years 7 to 12).
2. Ensure that all new Faculty staff members are inducted to the policies/routines of the Faculty (years 7 to 12) and assist them with resources.
3. Maintain an understanding of and a safety advisory/promotion role in the oversight of workplace health and safety and risk assessments within the department, in consultation with the College's Workplace Health and Safety Officer.
4. Be familiar with the Resource Centre (library), computing and other resources relevant to the department.
5. Encourage staff to seek out and model innovative practice particularly in the area of e-learning.
6. Provide opportunities for faculty staff to share professional knowledge and pedagogy.
7. Ensure that all faculty staff members are informed about subject specific developments and changes (years 7 to 12).
8. Meet with each member of the faculty team individually at least once each semester and to visit faculty members' classrooms where appropriate (years 7 to 12).
9. 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) via the Deputy Principal and Director of Studies.
10. Work with each faculty staff member to ensure that they engage in the Individual Review and Development System and develop and implement their own professional development plan.
11. Post on the College intranet all curriculum programs including outcomes and assessments (years 7-12).
12. Check the Teachers' use of programs and central registers (intranet & SIMON) and the validity of the recorded information in collaboration with the Director of Studies.
13. 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.
14. Facilitate regular faculty meetings and in collaboration with the Director of Studies.
15. 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.
16. Assist the Director of Studies in class and staffing allocations where required.
17. Promote faculty subjects to students in the subject selection process.
18. Participate where appropriate in the selection process for the appointment of new Faculty staff with members of the College Leadership Team.
19. Apply appropriate processes to supervise and support faculty staff in the exercise of their primary responsibilities in regard to classroom management and discipline.
20. In collaboration with subject teachers, follow up students who have missed due dates, who need special consideration, who mistreat department equipment, who fail to do homework or who regularly fail to bring equipment to class.
21. Collaborate with Year Level Coordinators and Director of Students to maintain good order in the classroom and beyond.
22. To assume other duties as agreed with the Principal.

## **APPRAISAL / REVIEW CONDITIONS**

The appointee to this position will be required to undergo a comprehensive Performance Appraisal at some time during the period of the appointment. The Performance Appraisal will be conducted by a facilitator appointed by the Principal.