Position Description

Head of Faculty

The College

Saint Ignatius’ College, Riverview is a leading independent non-selective boys’ school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

1. Role purpose

The Head of Faculty (HOF) 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 area of curriculum and teaching and learning and is an integral part of the Riverview Community. The Faculty Team is part of the Teaching and Learning Team (Years 7 to 12)

As the leader of a Faculty Team, the HOF has delegated responsibility for the development and articulation of the faculty 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.

2. Reporting

As the delegated leader of a Faculty Team in the College, the HOF is responsible to the Principal through the Deputy Principal Teaching and Learning.

3. Accountability

3.1 Team leadership

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

3.2 Climate of excellence

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

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

3.3.2 Ensure that the members of the Faculty Team have opportunities to develop an understanding of the vision and promote appropriate implementation strategies.

3.3.3 Ensure that the College Mission and the Values are effectively integrated within the courses.

3.3.4 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.

3.4 **Curriculum leadership**

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

3.4.1 Plan, oversee and implement an effective assessment program in all year groups that examines outcomes in a way that allows students to demonstrate knowledge and skills in different creative contexts.

3.4.2 Conduct a thorough analysis of HSC results on an annual basis and report results to Principal and Deputy Principal Teaching and Learning.

3.4.3 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.

3.4.4 Plan and organize excursions and incursions that complement and enhance student learning outcomes.

3.4.5 Liaise with Deputy Principal Teaching and Learning to deal with and report accurately on student misadventures and assessment appeals.

3.4.6 Liaise with digital learning integrator to deliver value added technology and innovation into the Faculty.

3.4.7 Ensure that all subjects and courses (years 5 to 12) have appropriate programs that are designed to further Ignatian concepts and meet the needs of the students and the requirements of the Board of Studies, Teaching and Educational Standards (BOSTES).

3.4.8 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.

3.4.9 Ensure that the members of the Faculty Team are aware of, and compliant with, all BOSTES requirements in regard to course specifications, mandatory hours, and accurate record keeping (years 7 to 12).

3.4.10 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).

3.4.11 Ensure all students with special needs have appropriate access to the curriculum in the classroom by establishing effective liaison with the Learning Enrichment Area in regard to the appropriate support of students with learning difficulties and disabilities and their teachers (years 7 to 12).

3.4.12 Ensure those students with particular gifts and talents (years 7 to 12) are appropriately identified, supported and challenged in liaison with the Learning Enrichment Area.

3.4.13 Ensure that students and parents are adequately informed about the support available for students with special needs.

3.4.14 Implement effective practices within the Faculty for regular monitoring of student progress and academic standards (teaching and learning) (years 7 to 12).

3.4.15 Assist the Head of Regis to ensure that there is consistency in the delivery of courses, classroom practice and the achievement of agreed outcomes (years 5 to 6).

3.4.16 Provide a strategic and systemised 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).
3.4.17 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.

3.4.18 Regularly monitor the academic standards being achieved by students in the Faculty (years 7 to 12) and to work in collaboration with the Head of Regis to monitor academic standards in the Regis School.

3.4.19 Ensure that student reports reflect syllabus/program outcomes.

3.4.20 Contribute to the maintenance of a database of information on each boy, in collaboration with the Mentors, Teachers, Co-curricular Coaches, Heads of House, Division Masters and the Deputy Principal Students.

3.4.21 Assist in the compilation of a detailed report of academic achievement in the Faculty for each boy at least once each semester.

3.5 Staff Development and Administration of the Faculty:

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

3.5.1 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.

3.5.2 Ensure that all new Faculty staff members are introduced and conform to the policies and routines of the Faculty (years 7 to 12).

3.5.3 Ensure that all Faculty staff members are informed about subject specific developments and changes (years 7 to 12).

3.5.4 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).

3.5.5 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).

3.5.6 Meet with each member of the Faculty Team at least once each year and to visit Faculty members’ classrooms where appropriate (years 7 to 12).

3.5.7 Check the Teachers’ use of programs and central registers and the validity of the recorded information (years 7 to 12).

3.5.8 Post on College LMS all programs including outcomes and assessments (years 7 to 12).

3.5.9 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).

3.5.10 Facilitate regular Faculty meetings (years 7 to 12).

3.5.11 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 5 to 12).

3.5.12 Ensure that class allocations are effectively managed (years 7 to 12).

3.5.13 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.

3.5.14 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).

4. Teaching requirements

The Head of Faculty will carry a 0.6 fte teaching load.
5. **Length of tenure**

The Head of Faculty is appointed on contract for a period of three years renewable on the completion of a successful comprehensive Performance Appraisal during the life of the contract.

6. **Appraisal / review conditions**

The appointee to this position will be required to undergo a yearly Professional Review with the Deputy Principal Teaching and Learning.

7. **Salary**

The Head of Faculty will receive a Leadership Level 3 allowance.

Riverview provides staff members with a comprehensive *Employee Benefit Program* and an extensive program of professional development and ongoing career goal setting and support.