



Nowra Anglican College is a respectful community grounded in Christ's compassion learning to live with wisdom.

Position Title	Head of Department - Science This is a permanent full-time teacher position.
Appointed by	Principal
Responsible to	Deputy Principal - Learning and Teaching
Key working relationships	Deputy Principal Learning and Teaching, Head of Academic Administration, Heads of Department, Head of Daily Operations, Head of Diverse Learning, Coordinator of Learning Technologies, Science department
Last reviewed	August 2020
Position Overview	<p>The Head of Science will have responsibility for teaching and learning, achievement and attainment within the Science department Years 7 - 12.</p> <p>He/she will inspire departmental colleagues and all students with a love for learning, leading teachers and students to explore and value learning for their whole life.</p> <p>The Head of Science will develop the instructional capacity of staff whilst focussing on implementing the whole school learning and teaching framework, Building Learning Power, and improving the literacy and numeracy acquisition of all students.</p> <p>The Head of Science is expected to be a key leader within the school and uphold the College's Christian Vision, Mission and Values.</p>
Preamble	Nowra Anglican College seeks to appoint Christian staff members who are energetic, innovative and committed to the ethos of independent Christian education in the Anglican tradition and are actively involved in their local church.
Who are we, and what do we commit to?	<p>Our Vision To be a community of learners living and serving in Christ's world</p> <p>Our Mission To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.</p> <p>Our Values Respect Compassion Wisdom All staff are to demonstrate a commitment to the school's vision, mission and values in all interactions with colleagues, students, parents and the wider community.</p>

Involvement in the Life of the School	<ul style="list-style-type: none"> ● Attendance at Staff Devotions. ● Attendance at other staff meetings and committee meetings when required. ● All Senior School staff are involved in the Pastoral program in the Senior School. ● All staff are required to run a co-curricular activity such as a music ensemble, lunchtime club or sporting team. ● Performing other duties that are deemed appropriate by and in negotiation with the Principal as required from time to time.
Duties - Learning and Teaching	<p>Know students and how they learn</p> <ul style="list-style-type: none"> ● Lead colleagues to select and develop teaching strategies to improve student learning using knowledge of the physical, social and intellectual development and characteristics of students. ● Lead processes to evaluate the effectiveness of teaching programs using research and workplace knowledge about how students learn. ● Evaluate and revise school learning and teaching programs, using expert and community knowledge and experience, to meet the needs of students with diverse linguistic, cultural, religious and socioeconomic backgrounds. ● Lead colleagues to evaluate the effectiveness of learning and teaching programs differentiated for the specific learning needs of students across the full range of abilities. ● Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students across Science. ● Lead colleagues in developing, implementing and evaluating the College’s Building Learning Power targeted program across the Senior School. ● Have an enthusiasm for the learning of students which motivates and supports other staff and encourages students to achieve. <p>Know the content and how to teach it</p> <ul style="list-style-type: none"> ● Develop staff to deliver differentiated instruction to improve the literacy and numeracy achievements of our students. ● Ensure that staff plan, teach, annotate, follow and evaluate the agreed syllabus/programs. ● Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs. ● Lead colleagues to develop learning and teaching programs using comprehensive knowledge of curriculum, assessment and reporting requirements. ● Lead and support colleagues within the school to select and use ICT with effective teaching strategies to expand learning opportunities and content knowledge for all students. <p>Plan for and implement effective teaching and learning</p> <ul style="list-style-type: none"> ● Demonstrate exemplary practice and high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education. ● Implement policies and practices which reflect the College’s commitment to high achievement through effective learning and teaching. ● Facilitate a thorough review of each teacher’s program and provide written feedback each term. ● Demonstrate and lead by example inclusive verbal and non-verbal communication using collaborative strategies and contextual knowledge to support students’ understanding, engagement and achievement. <p>Create and maintain supportive and safe learning environments</p>

- Initiate strategies and lead colleagues to implement effective classroom management and promote student responsibility for learning.
- Work in collaboration with the Deputy Principal Learning and Teaching, Head of Academic Administration and Head of Diverse Learning to devise strategies, interventions and programs to improve the literacy and numeracy achievements of all students in all KLA's.
- Guide colleagues in creating flexible learning spaces that complement the College's Building Learning Power targeted program.
- Assist the Diverse Learning team with the collection of NCCD data.
- Evaluate the effectiveness of student wellbeing policies and safe working practices using current school curriculum and legislative requirements and assist colleagues to update their practices.

Assess, provide feedback and report on student learning

- Evaluate school assessment policies and strategies to support colleagues with: using assessment data to diagnose learning needs, complying with school assessment requirements and using a range of assessment strategies.
- Build teacher capacity to identify the learning needs of students in our setting.
- Promote a shared sense of responsibility and accountability for the learning outcomes of all students in Science.
- Assist staff within Science to write informative and accurate reports on student learning and development, monitoring deadlines and proofreading prior to release to parents/ carers.

Engage professionally with colleagues, parents/carers and the community

- Work collaboratively with the College Executive to promote improvement in teaching practice in Science.
- Team teach in a variety of classroom settings to improve classroom instruction.
- Perform lesson observations of learning and teaching in Science.
- Provide instruction to staff and the wider College community on quality teaching and pedagogy particularly within Science in line with the College's Building Learning Power Learning and Teaching framework.
- Attend and contribute to Senior School Leadership meetings. The Head of Department will be required to attend meetings after school as required.
- Attend and assist as required to promote Nowra Anglican College and the Science Department at events such as Open Day, Year 7 Information evenings and subject selection evenings.
- Lead regular learning-focused meetings, keeping staff up-to-date with decisions and proposals made by the Executive and to seek staff feedback.
- Provide regular feedback to teaching staff about learning and teaching which recognises good practice and supports their progress.
- Assist in the completion of review, reflection or teacher accreditation processes with staff, including lesson observations, areas for attention and goal setting.
- Liaise with the Deputy Principal Learning & Teaching in monitoring and evaluating teacher effectiveness and assist in identifying areas of teaching practice requiring professional development.
- Advise and assist staff, as necessary, in relation to their professional responsibilities and roles.
- Identify, initiate and build on opportunities that engage parents/carers in the progress of their children's learning.
- Create and maintain a professional culture within your Department, and throughout the College.

Engage in professional learning

	<ul style="list-style-type: none"> ● Plan for professional learning by accessing and critiquing relevant research and engage in high quality targeted opportunities to improve practice. ● Liaise with the Principal in coordinating and monitoring the distribution of professional development amongst all Science staff. ● Model life-long learning to staff and students and continuous improvement in his/her own professional development. <p>Resource Management</p> <ul style="list-style-type: none"> ● Liaise with the Deputy Principal Learning and Teaching and Business Manager to maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources. ● Ensure that the teaching area allocated to the Science department is kept in good order. <p>Student well-being and behaviour management</p> <ul style="list-style-type: none"> ● Heads of Department are to work with classroom teachers, the Pastoral Care team and the Diverse Learning Team to support students' well-being and behaviour within the classroom when behaviours are impacting on learning. ● The Heads of Department will consult with the Head of Pastoral Care for support with behaviour issues which are related to learning in line with the Behaviour Management Policy.
Duties - WHS	Be aware of and respond appropriately to any Work, Health and Safety issues raised by materials, practice or accommodation related to the subject.
Duties - Corporate	<p>Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community:</p> <ul style="list-style-type: none"> ● Encourage students to know and live the College values in all aspects of their lives. ● Encourage students to wear the College uniform correctly and with pride. ● Model and uphold a high standard of professional behaviour.
Selection criteria (Please address these in your cover letter)	<ul style="list-style-type: none"> ● Degree plus recognised teaching qualifications. For example Bachelor of Education or equivalent, or an undergraduate degree plus post-graduate qualifications in teaching. ● Eligible to be accredited with the NSW Educational Standards Authority (NESA). ● A Working With Children Check (WWCC). ● Proven successful experience in leading the improvement of learning outcomes in Science. ● Demonstrated understanding of current research in effective instructional leadership. ● Demonstrated experience in the provision of high quality differentiated professional learning that has enhanced teacher capacity in improving literacy and numeracy outcomes for students. ● Demonstrated capacity to work alongside teachers to both model and support teaching and assessment skills in Science. ● Outstanding communication skills with the demonstrated capacity to contribute to building and strengthening a collaborative learning culture.
Additional Details	<ul style="list-style-type: none"> ● The Head of Science, as a member of the senior teaching team is expected to commence at 8:00am in the morning and finish from 3:45pm in the afternoon. He/she will also attend a fortnightly leadership meeting, as well as a weekly staff meeting. These will comprise two afternoons per week (Tuesdays and Thursdays) until 5:00pm.

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| | <ul style="list-style-type: none">● The Head of Science position will attract a .8 teaching allocation and a Coordinator Level 2 allowance. Other duties may be allocated from time to time.● This position will commence Term 1, 2021. This is a permanent full-time teacher position.● This job description may be modified by the Principal, with the postholder's agreement. |
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