



# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

## **Mission Statement**

*Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.*

## **Head of Faculty – Year 7-12** **Person and Role Description**

### **Position**

The School Head of Faculty, will be a passionate Christian educator with proven experience in the necessary KLA / subject areas of Secondary Curriculum. This position will be contingent upon performance and the development of the Secondary programs at Faith. Teaching responsibilities are included as part of this role.

### **Person Description**

#### Personal Attributes

- A committed and practicing Christian who will strongly support the Lutheran ethos of the College.
- Possessing excellent communication skills.
- A 'team oriented' educator.
- Willing and able to embrace the challenges of a changing educational context.
- Reliable, trustworthy and professionally discreet.
- Professional in their approach to teaching.
- Demonstrating the 'servant nature' of Christ in their relationships.

### **Qualifications and Experience**

- Teacher registered in Queensland (or able to obtain registration).
- Preferably a post-graduate qualification in Lutheran education or if not, then willingness to undertake study as required under the staffing policy of Lutheran Education Australia.
- Have extensive experience in and knowledge of the Queensland Curriculum & Assessment Authority (QCAA) Curriculum P-12 and the Australian Curriculum.
- If applicable to the areas of responsibility, it is desirable that there is some existing experience and knowledge in the areas of VET and the Lutheran Education Australia Christian Studies Curriculum Framework (CSCF).
- A proven track record in the area of curriculum development and leadership.

### **Accountabilities**

The Head of Faculty are ultimately accountable to the Principal or by delegation the Heads of School.

The Head of Faculty will operate within the College structures. The initial structures put in place have the Heads of Faculty working under the direction of and in collaboration with the Heads of Schools, Learning Committee and the Dean of Studies. Operational structures will be reviewed from time to time.

### **Role Statement**

#### **1. Contributes to the development of the College as a faith community by:**

- 1.1. giving personal witness to Christian values in carrying out the day to day duties of the position;
- 1.2. contributing to the development of the College's Christian culture through the promotion of Christian values and appropriate support for the prayer and worship life of the College;
- 1.3. supporting and promoting the College's pastoral care policy; and
- 1.4. fostering the religious dimension of the KLA's/subjects and ensuring that Christian values are reflected in subject materials.

- 2. Collaborates in the promotion of the College as a centre of quality teaching and learning by:**
  - 2.1. provide leadership in their curriculum area(s) towards the development and implementation of learning and teaching which meets the particular aims of the FLC,R Secondary School and the needs of Secondary School learners;
  - 2.2. leading the interpretation, planning, development, implementation, assessment and evaluation processes for the various programs in different courses of the particular KLA or subject;
  - 2.3. ensuring requirements relating to hours of study, assessment and/or the appropriate rules for the subject/KLA's are met by the College, including the monitoring of texts, topics and teacher qualifications as appropriate;
  - 2.4. facilitates through the Heads of School, appropriate professional learning for each staff member, ensuring that the appropriate compliance documentation and record keeping occurs;
  - 2.5. contributing to improved teaching and learning in the subject / KLA by modelling good teaching practice and by facilitating continuing staff development in the required teaching skills and content knowledge;
  - 2.6. developing, in collaboration with colleagues, communication, recording and reporting structures which provide appropriate information to parents, students, Dean of Studies and SALT;
  - 2.7. Taking a positive role in the implementation of processes for development and accountability of staff through appraisals, curriculum reviews etc;
  - 2.8. developing, revising and evaluating KLA/subject policies according to College, Lutheran system (when appropriate) and QCAA guidelines and requirements; and
  - 2.9. ensuring that the needs of all students are catered for in the specific KLA's/subjects.
- 3. Contributes to the development of a cohesive staff community and an integrated KLA / subject team by:**
  - 3.1. providing support and loyalty to the Dean of Studies and Head of School;
  - 3.2. contributing to a positive staff morale within the KLA's or subject teams and in the wider staff, through the use of approaches which encourage consultation, collaboration, communication and teamwork;
  - 3.3. oversight and supervision of classroom teachers as they develop, write and submit appropriate work programs, unit and lesson plans within specified time frames; and
  - 3.4. giving practical support to the work of classroom teachers, pastoral care staff, the Dean of Studies and SALT.
- 4. Contributes to the effective leadership and administration of the College by:**
  - 4.1. overtly supporting and implementing College and system (where applicable) policies as appropriate;
  - 4.2. providing sound leadership to and administration of particular subject / KLAs;
  - 4.3. providing appropriate liaison between Head of School and/or SALT and the wider staff;
  - 4.4. taking an active role in College initiatives to manage change;
  - 4.5. oversight of budgets for their particular subjects /KLAs; and
  - 4.6. undertaking other such tasks and responsibilities as may be requested by the Principal/Head of Secondary School.

#### **Conditions**

- Salary and related conditions are as per the Certified Agreements of the Lutheran Church of Australia, Queensland District Schools Department, and the Queensland Non-Governmental Schools Teachers Award.
- The successful applicant will be required to comply with all policies and procedures established by the Faith Lutheran College, Redlands.

October 2017