

## FACULTY LEADER – HUMANITIES

*This document is to be read in conjunction with the Teacher Duty Statement.*

### Position Description

#### Function

Faculty Leaders provide leadership of their respective faculty, including curriculum and learning, teachers and pedagogy, and facilities and resources. Faculty Leaders play a critical role in ensuring the College offers a high-quality and contemporary learning offering that supports students to achieve personal excellence and readiness for future study, work and life.

#### Tenure

This position of additional responsibility (PAR) has a 2 year tenure.

#### Conditions

This position of additional responsibility attracts leadership points as per the current Lutheran Schools SA Enterprise Agreement.

A time allowance of approximately 0.4FTE is provided to fulfil the responsibilities of the position.

#### Line Management

This position directly reports to a delegated Learning Leader.

Teaching Staff and College Operations Staff who perform duties in the Faculty directly report to the Faculty Leader.

### Essential Characteristics

#### Education & Qualification

- South Australian Teacher Registration
- LEA accreditation appropriate for the role
- Post-graduate qualifications in Education (desirable)

#### Knowledge & Experience

- Knowledge and understanding of relevant curriculum and IB MYP & SACE frameworks.
- Knowledge and understanding of contemporary research, practices and educational trends.
- Experience in leading teams of staff, projects, and/or educational change.
- Capacity to create partnerships with institutions and organisations beyond the educational environment.

#### Personal Qualities

- Demonstrates alignment with the College values:
  - **Integrity** (taking responsibility and doing the right thing, even with it is hard).
  - **Courage** (embracing challenges and taking healthy risks)
  - **Aspirational** (striving for continuous growth and improvement)
  - **Care** (showing kindness and respect to self and others)
  - **Connection** (welcoming, including and appreciating others)
  - **Grace** (showing humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.
- Contemporaneous approach to curriculum and teaching and learning.

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## Positional Responsibilities

### 1. Leading Curriculum & Innovation

- 1.1 Determine strategic and operational priorities for the faculty, in line with the College's strategic plan
- 1.2 Lead the development and implementation of knowledge-rich curriculum programs within the faculty, in-line with relevant frameworks and requirements (i.e., MYP, Australian Curriculum, SACE, VET), including the development and maintenance of relevant documents (i.e., scope and sequence)
- 1.3 Lead the effective use of the College Learning Management System (i.e., SEQTA) within the Faculty, ensuring all staff in the faculty meet the requirements and expectations of use.
- 1.4 Ensure valid, accurate and reliable assessment and reporting of student learning occurs in line with assessment and reporting requirements.
- 1.5 Develop and embed connections with external industries and organisations which enhance learning experiences and outcomes for students.
- 1.6 Oversee faculty-based study tours and experiences where relevant.
- 1.7 Develop and embed connections with the primary schools to ensure curriculum coherence.
- 1.8 Collect and analyse data to regularly review curriculum programs and plan for their continuous improvement.
- 1.9 Endeavour to engage in SACE moderation, marking, and other professional learning opportunities.
- 1.10 Represent the College as a member of external committees and organisations.

### 2. Leading Teaching & Learning

- 2.1 Model and share high-quality, evidence-informed, contemporary teaching practices that align with the College's learning direction and the specific curriculum and co-curriculum programs in the faculty.
- 2.2 Set and aspire to achieve standards of excellence in student outcomes and teacher performance.
- 2.3 Create and maintain learning environments that support student wellbeing and high-quality student learning and achievement.
- 2.4 Facilitate professional learning within the faculty to support staff to engage with research and evidence related to the effective teaching and learning of curriculum and co-curriculum programs in the faculty.
- 2.5 Collaborate with other Faculty Leaders and College Leaders to support whole-school improvement, including attending regular out-of-hours meeting as scheduled.
- 2.6 Support and contribute to the College's professional learning program as required.
- 2.7 Support and promote the integration of wellbeing and learning.
- 2.8 Collect and analyse data to regularly monitor and proactively support student learning.
- 2.9 Support staff to engage with data to support continuous improvement in teaching and student learning.
- 2.10 Address and resolve student and parent concerns and issues in a timely, appropriate and professional manner.
- 2.11 Attend regular internal meetings, such as learning leadership meetings, which may be scheduled out of timetabled hours.

### 3. Leading People & Culture

- 3.1 Lead in a manner that supports the College's vision and role models the College's values framework.
  - 3.2 Build a positive Faculty environment that promotes the College's values framework.
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- 3.3 Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College.
- 3.4 Support, monitor and mentor staff working in the faculty, creating opportunities for staff to lead and grow professionally.
- 3.5 Line manage staff who perform duties in the Faculty, ensuring that they meet the requirements of their duty statements and managing performance as required with support from Executive Leadership.
- 3.6 Conduct regular meetings and reviews with direct reports and provide regular feedback on their performance, including one performance appraisal meeting each year.
- 3.7 Actively develop own and others leadership capacity through professional learning opportunities.

#### 4. Managing Resources

- 4.1 Lead Faculty Meetings and ensure these are effectively documented.
- 4.2 Support staff recruitment and staffing/timetabling processes as required.
- 4.3 Oversee the induction and probation processes of new staff to the faculty, ensuring that Faculty resources are accessible.
- 4.4 Plan and manage Faculty budgets, ensuring that resourcing is allocated sustainably to enhance student experiences and outcomes.
- 4.5 Liaise with primary school teachers as required regarding shared use of facilities and resources.
- 4.6 Oversee sustainable and appropriate use of curriculum resources and information technology.
- 4.7 Ensure the Faculty meets administrative requirements and deadlines as required.

#### 5. Faculty-Specific Responsibilities - Humanities

- 5.1 Oversee the curriculum, teaching and learning for Humanities subjects across Years 7-12.

### Performance Appraisal & Review

1. The Faculty Leader is accountable for and appraised annually on the basis of the following:
  - Executing the responsibilities outlined in this duty statement.
  - Implementing a coherent, knowledge-rich curriculum and developing relevant documentation.
  - Leading innovation in curriculum design, including the integration of authentic industry, primary school, and community partnerships that enhance student learning.
  - Identifying improvement priorities and taking strategic action to address them.
  - Using data to enhance student learning, achievement, and faculty operations.
  - Maintaining program 'health', including student engagement, subject enrolments, and academic achievement.
  - Managing the effective use of the College Learning Management System (e.g. SEQTA) to support teaching, learning, and reporting.
  - Contributing constructively to College-wide initiatives and demonstrating collaborative leadership across faculties.
  - Fostering a collaborative, positive, and professional faculty culture.
  - Supporting staff development and mentoring, including the identification of leadership potential and opportunities for professional growth.
  - Managing faculty resources effectively and efficiently, including budgets, facilities, and equipment.

2. All roles evolve over time, and the school is regularly committed to reviewing and updating duty statements to ensure they accurately reflect each employee's contribution and the College needs. The Faculty Leader PAR will be reviewed on a 2-year cycle, or more frequently as appropriate.
3. A formal appraisal process will be conducted at end-of-tenure to determine the future of the PAR and the suitability of the incumbent.