



Carey is a relational community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

Heads of Department (HODs) are leaders in the pursuit of our values both within the departments they lead and across the borders of the College. As such the role of HOD is primarily about Accountability, Leadership, Collaboration, Management and Communication.

## **Accountability**

Heads of Department are responsible to the Assistant Principal Curriculum. Accountability will include fortnightly meetings and an annual review against the above values, negotiated goals and related department performance indicators.

## **Leadership**

Heads of Department are contributors in the development of the College's 'Strategic plan' and then leads a team of educators in the implementation of this plan. Heads of Department are leaders of 'best practice' both in the implementation of their curriculum and in the art of effective teaching and learning across the college. Heads of Department mentor the staff under their care to develop excellent teachers and future leaders.

## **Collaboration**

Heads of Department are responsible to collaborate with their staff and other leaders to ensure the learning is optimised for students. This will be achieved when Heads of Department build links with each other across curriculum areas and work closely with pastoral leaders to get the best holistic outcomes for students. Where beneficial, Heads of Department build links with the Primary School and other colleges and institutions to optimise learning opportunities for students.

## **Management**

Heads of Department are responsible for managing people, resources and time to achieve negotiated curriculum goals. Heads of Department create annual plans for curriculum improvement by analysing results and addressing strategic directives.

## **Communication**

Heads of Department are leaders in School Improvement. As such they ensure communication from within their Curriculum Area is of a high standard, meeting College directives, and is written appropriately for audience and purpose. Heads of Department are leaders in modelling a positive communication style in meetings and addressing concerns with appropriate discretion, building an environment of kindness, respect and trust.

## **Role and Responsibilities**

### **The Head of Department (English) will also have working oversight of:**

- Creating a vision for the English department that reflects the College mission.
- Initiating and collaborating with strategies to enhance the College's academic performance in literacy, writing, reading, spelling and English/Literature graduation pathways.
- Ensuring high standards of teaching, assessment and reporting are maintained within the Department.
- Providing support for and supervise the teachers in the Department, including professional development, staff reviews, regular classroom visits, appraisals of teachers in the first year of appointment and performance management.
- Ensure a high standard of classroom and office presentation, tidiness and room maintenance.
- Ensure that classroom incidents and send-outs are followed up, meeting with students prior to their re-admittance to class.
- Leading course programming and assessment (in accordance with Carey requirements).
- Ensuring SCSA and other academic requirements are met, including programs, course outlines, assessments, moderation and accurate grading.
- Develop and coordinate an English tutoring program.
- Work with the Dean of Teaching and Learning to form a Literacy Team to monitor Literacy standards (NAPLAN/OLNA/WACE) across the College and develop College wide strategies in conjunction with the Primary school.
- Maintaining a positive and safe work environment.
- Creating and managing budgets and compliance with timelines.
- Ensuring that all communication from the department to parents and others conforms to College guidelines and is of a professional standard, and is provided in a timely manner
- Supporting the College in maintaining the highest standards of pastoral care and student behaviour.
- Supporting the College and staff at after-hours functions and performances.

### **Support the APC in the development and administration of:**

- College timetables and rosters
- Curriculum Meetings and communication
- Reporting and compliance
- Analysis of data
- SEQTA
- Communication with parents

## **Accountability**

The Head of Department is responsible to the Assistant Principal Curriculum.

## **Tenure**

This will initially be a three-year appointment.

## **Selection Criteria:**

Teachers applying for this position will have:

1. An active Christian faith
2. Senior Curriculum experience
3. A background in excellent teaching pedagogy and practice
4. Strong team building and organisational capacity
5. A willingness to go the second mile to achieve excellence

## **Remuneration**

Remuneration will be in line with the College EBA agreement on an FTE basis.

## **Application Requirements**

- A covering letter addressing the applicant's vision for curriculum leadership.
- A written response demonstrating development in each of the **five Selection Criteria:**
  1. An active Christian faith
  2. Senior Technologies Curriculum experience
  3. A background in excellent teaching pedagogy and practice
  4. Strong team building and organisational capacity
  5. A willingness to go the second mile to achieve excellence
- A current Pastor's Reference

Potential applicants are welcome to meet with the Secondary Principal for a further understanding and description of the role and process.

## **Timeline**

- **Applications are due Monday 14 October to the Secondary PA by 4pm**
- Interviews will occur ASAP thereafter
- The appointment will commence 1 January 2020

Applications addressed to:

Mr Brenden Gifford - Secondary Principal

Carey Baptist College

PO Box 1409

CANNING VALE WA 6970

Or emailed to [secondarypa@carey.wa.edu.au](mailto:secondarypa@carey.wa.edu.au)