



**Carey**  
Baptist  
College  
Forrestdale

## Position Description Head of Department Science

### Overview of Carey

Carey Baptist College Forrestdale was established by Carey Baptist Church in 2016 as a missional platform to equip young people within the community to be of Godly character and influence. The College is a centre of learning, focused on effective teaching and holistic education, providing support and community for the whole family.

Carey Forrestdale is a unique expression of the Carey vision, utilising the beautiful natural surroundings to incorporate an outdoor learning focus within the diverse curriculum. These rich learning experiences, facilitated by skilled educators, see students encouraged to explore their strengths and God-given talents.

The leadership and pioneering educators at Carey Forrestdale are able to glean from over 20 years of experience at the Harrisdale Campus, while developing innovative approaches to cultivate this new community. Featuring purpose built, state-of-the-art facilities, this growing campus provides students and families a space to connect, explore and grow.

Carey Forrestdale is co-educational and currently educates students from Kindergarten to Year 9, growing each year to eventually offer Kindergarten to Year 12. We serve to equip students for optimal choice at the conclusion of Year 12 and we are committed to honouring God in all that we do.

Carey is a highly 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.

- **Courage** - Not the absence of fear but the ability to act despite it.
- **Integrity** - Acting in public as you would act in private.
- **Humility** - Meeting the needs of others before meeting the needs of yourself.
- **Kindness** - Sharing freely with others.
- **Respect** - Honouring the God-given dignity of another.

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 delivering an excellent education to our students in an environment that values courage, integrity, humility, kindness and respect.

With an open enrolment policy, we understand that not all families will have a Christian faith, so we strive to create an environment where students are supported as they consider their spiritual development and objectively examine the teachings of the Bible.

## Position Overview

The Head of Department provides innovative educational leadership within the Science Department and the wider School community. This role encompasses implementation of a dynamic curriculum and pedagogy to ensure high level engagement and outcomes for students.

The Head of Department is accountable to the Principal through the Assistant Principal Curriculum for the effective leadership and management of the Department and the professional growth and development of staff.

Heads of Department 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 Head of Department is primarily about Accountability, Leadership, Collaboration, Management and Communication.

## Responsibilities

### Teaching and Learning

- Develop a vision for Science that reflects and supports the mission and vision of the College.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Ensure a high quality supportive learning environment to engage students in academic achievement.
- Ensure innovative and appropriate approaches to learning are made available to students with specific learning needs.
- Oversee the assessment policy, evaluation procedures and allocation of student grades and ensure that SCSA guidelines are adhered to.
- Oversee the analysis of NAPLAN, OLNA and other data to identify adjustments needed for teaching and learning programs and to evaluate the effectiveness of these adjustments.
- Liaise with Primary School teachers to ensure a seamless transition between the programs offered in Science from Primary to Secondary School, with adherence to Western Australian Curriculum requirements.
- Support the IEP Coordinator in the management of IEP and support programs

### Leadership and Management

- Develop staff through facilitation of mentoring, professional dialogue and professional learning.
- Work closely with the leadership team to drive school improvement.
- Analyse and use data to inform teaching and learning requirements.
- In liaison with HR, the Principal and Assistant Principal Curriculum appoint new staff.
- Provide guidance and facilitate development of newly appointed teachers.
- Coordinate the work of the department through well planned and regular meetings.
- Be responsible for the overall efficiency, professional attitude and morale of the department, and support staff to contribute to the well-being of the students they teach.
- Conduct Support and Accountability reviews of teachers, including reflection, goal-setting and professional learning.
- Foster cooperation and coordination between departments.
- Work with staff to ensure compliance with, and understanding of, responsibilities in relation to School codes, policies and guidelines.

## Resource Management

- Prepare an annual budget and manage resources and expenses within that budget.
- Ensure budgets are aligned with the priorities of the learning area.

## Pastoral Care

- Actively participate in pastoral care and well-being programs and other co-curricular activities.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

## Other

- Support the College and staff at after hours functions and performances.
- Take reasonable care to ensure safety and health of self and others, and comply with instructions in relation to safe work procedures.

## Qualifications and Experience

- Current registration with the TRBWA .
- Extensive teaching of Science in a variety of school settings including at Year 12 ATAR level.
- Strong knowledge of the Western Australian Curriculum in Science from 7 to 12.
- Use of ICT to enhance instructional practice.
- A comprehensive understanding of current educational issues.
- Ability to design, implement and review high quality assessment tasks.
- Demonstrated conflict resolution skills, maintaining a balanced perspective when making decisions.
- The ability to professionally and diplomatically communicate with a broad cross-section of the community including students, parents, teachers and external agencies.
- Discretion and a high level of confidentiality.
- High level of self-awareness and the ability to maintain positive relationships.
- Demonstrated desire to apply a growth mindset to professional development.
- Demonstrate exemplary leadership skills.
- Ability to influence others positively to achieve outcomes.
- A friendly and approachable disposition with a proactive and collaborative work style.
- Empathetic, with good listening skills.
- Self motivated with a disposition to embrace new opportunities.
- Innovative with a willingness to look for new opportunities and ways of working.
- Excellent organisational and time management skills.
- Ability to work accurately under pressure and to tight deadlines.
- A current valid Working with Children Check.
- Marking experience for organisations external to the School e.g. SCSA is desirable.