



Assistant Head of Department

POSITION DESCRIPTION

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Assistant Head of Department helps maintain the school as a community of learning and innovation where every girl is known and valued, students engage in enriching learning experiences that challenge and empower them to pursue and attain their personal best.

The Assistant Head of Department plays a key role in the academic program of Roseville College. Working with the Head of Department, they are responsible for aspects of learning, teaching, and assessment in their respective areas. They act as role models and mentors to the members of their Department.

Reports to

Head of Department

Direct reports

N/a

Key relationships

Principal

Deputy Principal

Students

Parents



Key responsibilities

Leading and Managing:

- Setting clear expectations and develop staff in a manner consistent with the vision, values and strategic plan of the College.
- Leading teaching and learning; setting the highest possible professional standards and being an excellent role model in assessment, administration and organisation.
- Being an enthusiastic and authoritative advocate for their curriculum area.
- Making a positive contribution to the overall College's teaching and learning program.
- Ensuring Department compliance with NESA and College policies and procedures.
- Coordinating of matters relating to the health, safety and welfare of staff and students in this area.
- Promoting a sense of supportive teamwork within the department, including the sharing of good strategies and resources.
- Communicating effectively with parents, students and colleagues.

Learning, Teaching and Curriculum:

- Promoting a positive attitude to learning to secure students' engagement and enjoyment.
- Ensuring that curriculum, syllabuses and programs are at the forefront of current pedagogical practice.
- Developing eLearning and new technologies to enhance learning.
- Working with the Head of Department, to manage planning, preparation and review of courses of study, developing and documenting programs which reflect the needs, interests and abilities of students in the subject area.
- Ensuring Department members use a range of teaching and learning activities which enables all students to access the curriculum.
- Encouraging innovative and progressive teaching practices.
- Assisting students in achieving the best results of which they are capable.
- Counselling students on course selection within the subject area.
- Effectively use College systems to track and monitor students and plan for individual success.
- Oversight of innovative teaching and learning programs and assessment tasks which maximise College resources.



- Planning and executing innovative intervention strategies which engage and challenge all students.
- Working with the Head of Department, oversee of migration and maintenance of teaching programs on Connect, Roseville College's Learning Management System.
- Acting as a subject authority where necessary and appropriate.
- Linking with fellow teachers to ensure connectivity between programs.
Demonstrating commitment to effective working relationships, and to developing staff morale, harmony and teamwork.
- Participating in the selection of Department staff and providing support, advice and direction for new members of the teaching staff.
- Facilitating with outside experts and resources to make learning real world.
- Collaborating with wider networks regionally and nationally for sharing best practice.

Assessment and Reporting:

- Responsibility for developing an Assessment 'for, of and as' learning culture.
- Working with the Head of Department, overseeing, coordination and monitoring of assessment practices; compliance with NESA and School assessment policies and procedures.

Safety and Wellbeing:

- Taking reasonable care of, and cooperating with actions taken to protect, the health and safety of both themselves and others.
- Reporting all accidents, incidents and hazards to their supervisors as soon as is practicable.
- Reading and adhering to all Roseville College policies.

Other Responsibilities:

- As per the role description 'Teacher'.
- All teaching staff are expected to contribute to the Pastoral Care program.
- All teaching staff are expected to contribute to the co-curricular program of the College.
- Contribute and coordinate department contributions to College publications.
- Attendance at co-curricular after hours and weekend events (sport, promotional, inter-school).
- Represent Principal at events, on committees or presentations if required.



- Actively keep up to date with, oversee and address all appropriate Risk & Compliance related activities, including WHS, HR Policies & Procedures, Student Duty of Care and Child Protection.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates

Child Safety

- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training
- Uphold the highest standard of child safety culture and awareness

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Qualifications, skills and experience

- Appropriate education and subject matter qualifications.
- Skilled in analysing student assessment data and using it to improve teaching & learning.
- Demonstrates a personal commitment to learning.
- An educational expert and exemplary role model, holding high expectations of self and others.
- Able to establish an environment which maximises professional learning and practice opportunities for colleagues.



- Demonstrated commitment to Christian values

Essential characteristics

- Exceptional interpersonal & communication skills
- Strategic thinking
- Leadership, coaching & supporting abilities
- Collegial and collaborative
- Initiative
- Innovative
- Adaptable and able to work well under pressure

This position description is subject to change based on College requirements.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. Applicants must provide a valid Working with Children Check (WWCC) at the time of application or before employment. All appointments are subject to child protection legislation and employment screening.

Roseville College is a member of The Anglican Schools Corporation (TASC).