

EMMAUS COLLEGE

ROLE DESCRIPTION – Head of Faculty

PURPOSE OF THE POSITION

The primary purpose of the Head of Faculty is the holistic development and welfare of students in their area of leadership.

STATEMENT OF RESPONSIBILITY

The Faculty Leader will act collaboratively with the Leadership Team members, Director of Campus, and other Head of Faculty's to articulate and bring to life the College's Vision and Missions.

The leadership and direction provided by the Head of Faculty will be consistent with the Emmaus ethos, Emmaus Vision and Mission statements, the Catholic Education Diocese of Rockhampton Charter; Catholic Education Mission Statement; Catholic teachings, principles and values; Catholic Education policies and practices; Strategic Directions; Learning Framework; and Diocesan policies and directives.

LEADERSHIP REQUIREMENTS

All members of the college Faculty leadership team have responsibility for Catholic leadership and so will –

- Strive to act in a manner which gives authentic witness to the message of the gospels.
- Speak and act as one of the spiritual, pastoral and educational leaders of the college.
- Reflect on and act in support of the aims of Catholic Education, and in particular the Emmaus Vision and Mission Statements.

As members of a Catholic community of learners, the Head of Faculty will -

- be committed to the religious and spiritual enrichment of the college
- sustain and participate in a culture of ongoing growth and depth of learning
- promote excellent academic programs including intellectual challenge
- provide care for students and staff members within their leadership area
- exhibit high level of empathy and interpersonal skills
- engage in ongoing spiritual formation
- engage in ongoing professional formation

DUTY STATEMENT:

The Head of Faculty will, within their respective curriculum area:

- be responsible for ensuring courses/programs of study are consistent with the college Vision and Spiritual, Pastoral and Academic Missions while also satisfying legislative requirements
- ensure programs of study are aimed at suitable levels and are rigorous in their delivery for all students
- monitor the progress of Yr 7-10 students within their subject area with particular concern for the general capabilities and cross curricula priorities outlined in the National Curriculum Syllabuses
- monitor the progress of Yr 11-12 students against prescribed course requirements set by QCAA and, where applicable, external RTOs
- lead, model and monitor the development of teacher pedagogical skills using ASoT as the common language
- lead, model and support planning and assessment protocols
- model the implementation of the Responsible Thinking Process
- in collaboration with the AP – Teaching and Learning look at programs to extend students
- supervise and develop methods of assessment, profiling and reporting consistent with prescribed syllabuses and year level appropriateness
- manage the physical resources of the learning area
- performing other duties as required by the Principal