



Position Description

INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

POSITION TITLE:	Head of Faculty
CONTRACT:	Permanent, Full-Time
REPORT:	Head of Curriculum - Secondary
DEPARTMENT:	Education
HOURS OF DUTY:	Monday – Friday (31 hours) NB: some responsibilities throughout the year may fall outside of normal work hours.
PROBATION PERIOD:	6-month probation in accordance with EBA
LOCATION:	Parklands Christian College, Park Ridge, QLD

POSITION PURPOSE AND OBJECTIVES

To manage the relevant Faculty including the facilitation of:

- Quality Teaching & Learning
- Reflective Practices for Improvement
- Faculty Planning, Budgeting, Safety & Administration

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

As a member of the Curriculum Team, the Head of Faculty will be responsible for:

- Management, development and enhancement of curriculum
- Leading their faculty to ensure it achieves its operations plan to the highest possible standard
- Assisting the Principal in the implementation of the College Strategic Vision
- Curriculum projects and planning, facilitating quality teaching and learning that is well planned and well resourced
- Overseeing staff safety, administration and coaching, in collaboration with uplines
- Overseeing resourcing, maintenance and environments that are physically, spiritually and emotionally safe, in collaboration with uplines
- Using appropriate, current and relevant knowledge and skills to ensure staff are inspired and empowered

All Heads of Faculty are required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed annual priorities and projects within the faculty.

CORPORATE RESPONSIBILITIES

The work of the Head of Faculty will be consistent with the College's mission statement, [CLEAR values](#), [Code of Conduct](#) for employees, and published [policies, procedures and practices](#).

All teaching staff are required to observe the following corporate accountabilities:

General requirements

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and [EBA](#).
- Support and implement the [College Mission Statement](#), policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the [College Staff Dress Guidelines](#).

Mandatory requirements

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

PERSONAL ATTRIBUTES

Qualifications/Certifications

- Qualifications relevant to the role
- Current Senior First Aid / CPR certificate or we can assist you to obtain
- QCT Registration

Skills

- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly as you will liaise with various school departments.

Abilities

- Demonstrated ability working within a busy environment to achieve daily goals.
- Demonstrated ability to manage and allow for some flexibility around simultaneous projects and needs, at times with short notice.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use initiative to problem-solve and forward plan.
- Ability to use discretion, tact and maintain confidentiality.

Drafted by: Alison Kingdom **Date:** 10/10/2024

Approved by: Jessica Grounds **Date:** 10/10/2024

