



St Ursula's College
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

ROLE DESCRIPTION

Position Title: Head of Faculty (STEM)

Position	Head of Faculty – Science Technology Engineering and Maths (STEM)
Reports To	The Head of Faculty (STEM) reports to the Principal through the Deputy Principal.
Section	Leadership & Teaching
Classification	<p>This position is classified as a Tier 3.2, Middle Leadership position under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019</i>.*</p> <p><i>*Please note we are currently awaiting the FWC to approve a new proposed Enterprise Agreement.</i></p>
Teaching Load	The successful applicant will be allocated an appropriate teaching load having regard to their position and teaching experience.
Start Date	Term 1, 2021
Term of Appointment	<p>Each person who accepts a Middle Leadership Position in a secondary school shall be appointed for an initial period of four (4) years. A further four (4) year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous four (4) years.</p> <p>After the completion of an appointment period of eight (8) years, the employing authority may at its discretion advertise the position.</p> <p>Note that this current role description is accurate for 2021 with proposed changes expected in 2022 and thereafter where a new role description will be made available. For further information, speak directly to HR.</p>
Applications Close	Monday, 9 November 2020

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.



We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service,

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

Position Purpose

The role of Head of Faculty STEM is a significant curriculum and pedagogical leadership position at St Ursula's College. The Head of Faculty STEM is responsible for ensuring that all activities across the Science, Maths and Technology subject areas (Years 7-12) is consistent with the Catholic/Ursuline ethos that underpins St Ursula's College as expressed in the College Culture Statement, the current Strategic Plan (with particular focus on the key pillars of learning, wellness, future focus and connecting communities) and the Curriculum and Teaching and Learning Frameworks.

The role of Head of Faculty STEM has a focus on the support and nurturing of quality relationships within the College community seeking to provide transformative learning experiences for the students and operating within a faith-filled, hope-filled community.

The Head of Faculty STEM works closely with the Deputy Principal, the Mathematical Faculty and the Design and Technology in the strategic planning and development of curriculum and pedagogy in the College.

Under the direction of the Principal, the Head of faculty STEM will oversee and assist with planning, implementation, monitoring and assessment of a school-wide STEM program. The Head of Faculty STEM will also promote high-tech learning which will ensure that students gain the necessary skills to compete and succeed in the global economy.

The Head of Faculty STEM should ensure they have a thorough working knowledge of College policies and processes, the Curriculum and Teaching and Learning Frameworks as well as the ACARA and QCAA requirements associated with the subjects within their Faculty area.



It is also expected that the Head of Faculty STEM is well informed about future directions in curriculum and learning particularly in the areas of 21st Century Learning, integrated ICT and girls' education and is able to use this knowledge in all interactions with the community.

This Middle Leadership position builds on the commitment as a teacher, as expressed in the St Ursula's College Teacher Role Description.

Key responsibilities of the Head of Faculty STEM include:

1. Leadership and management for students

- Develop an innovative learner-centred environment across all subject areas in the faculty that is responsive to, and accountable for, the diverse learning needs and backgrounds of students.
- Create quality learning environments where students enjoy a personalised learning experience, are motivated, self-directed and feel empowered to take risks as learners. Where students actively participate in a diverse and real-world curriculum, taking ownership of their learning.
- Ensure that all STEM activities provide authentic, problem based curriculum experiences and address and support school-wide goals and priorities.
- Ensure the development of appropriate pedagogy for different year levels, learning styles and learning needs in consultation with the Deputy Principal.
- Foster and seek out life-giving opportunities for students to experience authentic, learning experiences in the essence and ethos of "Serviam".
- Provide advice and information to students about subjects available within the faculty and guidance where necessary through the subject selection process, in consultation with parents and the relevant Heads of Year.
- Track and monitor student progress and performance in each of the subject areas in consultation with subject teachers.
- Ensure the implementation of the Assessment Policy.
- Promote and assist with the provision of curricular and co-curricular experiences that aim to enhance and extend student engagement and broaden student learning experiences and opportunities e.g. extension activities, excursions, science club and STEM club.

2. Leadership of Staff

- Leadership with teachers to create and sustain innovative and learner-centred teaching practices. Creating an environment which values individuals, their growth and well-being.
- Plan, organise and promote interdisciplinary STEM activities and expanded learning opportunities through the integration of successful strategies and multiple technologies.



- Leadership of a collaborative, supportive and dynamic professional environment that encourages positive professional conversations and effective professional learning.
- Collaborate with staff and Subject Co-ordinators to ensure a consistent, rigorous and equitable educational experience across the College in Maths, Science and Technology education Years 7-12.
- Identify and promote targeted professional learning opportunities for staff within the faculty and monitor the value and effectiveness of professional learning within the faculty.
- Provide instructional support to teachers using best practices and research-based instructional methods.
- Liaising with the Director of Learning and Innovation, contribute to a culture of continual improvement of teaching and learning by modelling and encouraging contemporary pedagogy, professional development, peer observation and effective classroom practices.
- Coordinate and facilitate regular and effective faculty meetings ensuring positive communication of the highest level. Ensure that all staff members in the faculty are kept well-informed of all current and relevant information.
- Work collaboratively with the Deputy Principal to ensure that all learning experiences are aligned with the Australian Curriculum and Teaching and Learning Frameworks, QCM and ACARA and that all teaching and learning experiences will provide the best outcomes for students.
- Provide advice, information and assistance to staff to ensure currency and compliance in meeting all ACARA and QCM requirements for curriculum documents and all processes for assessment and reporting, including QCM Moderation, Verification and Quality Assurance processes, including endorsement and confirmation.
- Assist the Head of Learning Enrichment by working with faculty staff to develop a greater understanding of NCCD requirements through the development and implementation of structures and processes to gather evidence that allows a student to be included (and so further supported) in NCCD, EALD, Student Snapshots and differentiation
- Leadership with staff in communicating and enforcing the College Assessment Policy, Reporting processes, Excursion Policy, Risk Assessment strategies and Professional Learning procedures.
- Support and assist staff with matters relating to student learning issues and parental concerns.
- Liaise with the Deputy Principal in overseeing the integration of ICTs and other resources across the subject area and within the College.
- Assist with the appraisal of staff as per the application of The Australian Professional Standards for Teacher where required.
- Assist the Principal and Deputy Principal with the recruitment of staff and assistance to the Deputy Principal in the staffing decisions for the Faculty.



3. Leadership and Management within the College Community

- Promote faculty events, achievements and goals across the College and the broader community.
- Contribute to a culture of continual improvement of teaching and learning by modelling and encouraging contemporary pedagogy, professional development, peer observation and effective classroom practices.
- Ensure that St Ursula's College is clearly visible as an active participant in community partnerships to advance student learning and build College capacity.
- Establish and maintain active engagement with Past Students and families such that their knowledge and experience during and after their time at St Ursula's College helps better shape our College outcomes.
- Establish and maintain effective lines of communication with all key senior and middle leaders, staff, students and families.
- Communicate faculty news to staff, students and families in the College through the Parent Portal, e-news and other means as appropriate.
- Learning and academic partnerships between parents and the College are clearly evident and parents are well informed regarding their daughters' learning journey
- Innovative and entrepreneurial thinking is evident in our students and our staff and communicated to our parents
- Represent the faculty at community events such as Parent Information sessions, Open Days and similar.
- Represent the College on advisory committees, subject panels and forums, endorsement and confirming processes as appropriate.
- Network through participation in subject-related professional bodies and professional learning forums.
- Develop, implement and manage a co-curricular program for your subject area.
- Manage the financial budget for the faculty including submission, regular review and liaison with the Business Manager and Deputy Principal.

4. Environment

- Ensure that the area is characterised by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the College community.
- Foster effective teamwork by using a consultative and collaborate approach and team building.
- Ensuring at all times a focus on prompt and friendly service.
- Promoting the College positively on all occasions.



5. General

- Other appropriate responsibilities as required by the Principal.
- It is important to note, that this role will require the Head of Faculty to be available at times for meetings, College presentations and functions beyond the ordinary hours of the school day.

Selection Criteria (Qualifications, Skills, Knowledge & Experience)

Essential Criteria

- Must hold relevant qualifications and current registration with the Queensland Board of Teachers.
- Demonstrable leadership experience in a school context.
- High level of verbal communication skills.
- Ability to build and sustain positive relationships, providing prompt and professional service to College community.
- Displays personal drive, integrity and an aspirational leadership style.
- Excellent management, communication, relational and operational skills necessary to build lead teams and community.
- Maintain confidentiality and reliability in meeting commitments.

CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 4 (four) A4 pages in length.
2. Curriculum Vitae no more than 5 (five) A4 pages in length – pdf please.
3. Copies of all relevant qualifications and certifications.
4. Referees – three professional referees are required. One must be an immediate superior or Principal.
5. Applications should be submitted electronically to the Human Resources Coordinator at hr@st-ursula.qld.edu.au. Please mark the subject as “*Head of Faculty – Stem.*”
6. Applications to be submitted **as soon as possible** (no later than Monday, 9 November 2020)
7. Interviews will be held at the College the week beginning Monday 16 November 2020.
8. For more information regarding the position please email the Human Resources Coordinator at hr@st-ursula.qld.edu.au or by phoning the College.



Updated October 2020