A.B. Paterson College
Assistant Head of Faculty

A.B. Paterson College is a nationally recognised independent school situated on the Gold Coast, Queensland. As a leading educational institution, the College seeks to employ educators of the highest calibre, those with outstanding qualifications and with significant educational experience.

Assistant Heads of Faculty are not only important administrators of the College’s Academic programme, but play a key leadership role in the development of the curriculum, the teaching and learning framework and in the development of their staff. Assistant Heads of Faculty should possess appropriate qualifications and perform their duties under the overall direction of the Head of Faculty and the Principal. Assistant Heads of Faculty are required to assist their Head of Faculty in the management of their Faculty, as well as to demonstrate genuine leadership for their staff.

Being an Assistant Head of Faculty is a very demanding position that requires wise judgement, much decision making and a particular facility for relating well to many different groups of people within the fabric of the College. Further, educational communities of today are required to play a very significant role in assisting staff and students to be able to develop positive relationships in an ever more complex world. The success of this at A.B. Paterson College is very much dependent upon the effectiveness of each Faculty.

Assistant Heads of Faculty will undertake an annual performance review as required by the Principal.

Appointment Term: 5 years

Membership: Curriculum Team

Reporting Lines: Head of Faculty; Director of Teaching and Learning; Dean of Studies; Head of Senior School

Direct Reports: Staff

Key Accountabilities:
- Administration of College Prep-Yr 12
- Teaching and Learning
- Pastoral Care and Student Behaviour Management
- Statutory Compliance
- Human Resource Management
- Community
Duties and Responsibilities

Administration of College Prep-Yr 12

- Leadership in maintaining and developing College ethos, philosophy, values and standards among students, parents and staff;
- Set and maintain standards of excellence in the outcomes applied to students of A.B. Paterson College by all staff within the College;
- Fostering a positive morale and sense of teamwork amongst all staff within the College in the context of a P-12 environment;
- Identify and advocate for changes and strategies to improve the ethos and educational delivery to improve student outcomes within the College;
- Comply with all College policies and procedures as outlined in the Staff Handbook, College Manuals and the College’s Enterprise Risk Management System (Netols), including organisational and risk management processes as required;
- Attend any College events as deemed appropriate by the Principal; and represent the College at external events and occasions as required by the Principal.

Subject Area

Assistant Heads of Faculty should:

(a) Stay fully informed of current developments in their subject at secondary level and, where appropriate, at a junior level and tertiary level;
(b) Take up membership of an appropriate professional body on either an individual or Faculty basis;
(c) Disseminate appropriate information received from the QSA and Panel regarding their subject(s) as necessary;
(d) Promote their subject within the College and encourage students to pursue their interest in the subject outside the formal classroom situation;
(e) Accept membership of appropriate boards and committees within the College;
(f) Assist the Head of Faculty to direct and regulate the course content of the subject(s) under their responsibility.

Student Assessment

Assistant Heads of Faculty should:

(a) Assist the Head of Faculty with their overall responsibilities relating to the organisation, implementation and evaluation of formal assessments within the Faculty;
(b) Ensure that the format and content of all formal assessments are according to the QSA and Panel requirements and that all staff involved are aware of the nature of the task and of the marking procedure to be adopted;
(c) Assist the Head of Faculty with their responsibility for the administrative tasks connected with all assessments within the Faculty;
(d) Maintain accurate records of assessment at all levels;
(e) Ensure adherence to and compliance with all QSA directions applying to courses of study;
(f) Ensure that all QSA policies are strictly followed pertaining to student assessment and moderation, including the development of SAIs and all College administration and processes required for the generation of an OP or TER.

Staff Management
Assistant Heads of Faculty should:
(a) Establish a positive staff morale and a high degree of professionalism within the Faculty;
(b) Be responsible for helping staff to know how they can best contribute to the well-being of the students they teach;
(c) Look to the general welfare and performance of all the staff in their Faculty and be especially helpful to staff who are new to the school.

Staff Leadership
Assistant Heads of Faculty should:
(a) Provide mentoring and leadership support to all staff in their Faculty;
(b) Demonstrate courage and conviction to assist with leading their Faculty with integrity in all dealings with staff, students and in the administration of their Faculty;
(c) Have the self-confidence and self-awareness to recognise the strengths in others, and the strength of character to utilise the expertise of others when required;
(d) Demonstrate, encourage and ensure that the Faculty is focussed on student outcomes and providing the best educational opportunities for every student;
(e) Encourage a commitment to life-long learning and the embracing of all professional development opportunities for all within their Faculty.

Facilities
Assistant Heads of Faculty should:
(a) Attempt to ensure that a suitable teaching environment and suitable teaching materials are provided;
(b) Ensure that, as far as possible, the working areas occupied by members of the Faculty are well maintained.

Liaison Role
Assistant Heads of Faculty should:
(a) Assist the Head of Faculty to advise students (and parents) on subject selection, explaining the pre-requisites for future courses at vocational and tertiary level, and counselling individual students where appropriate;
(b) Liaise with Heads of House;
(c) Assist to co-ordinate activities between their Faculty and other Faculties where this is required;
(d) With teachers of their Faculty, organise field trips or excursions, or delegate responsibilities for such activities;
(e) Liaise with the Deputy Head of the Junior School: Curriculum as required.
Teaching and Learning

- Ensure the College remains at the forefront of educational practice through leadership and modelling of *Teaching for Understanding*, College teaching and learning practices, and associated research;
- Undertake an appropriate teaching load within the College;
- Ensure the College continues to pioneer the use of information and communication technologies to enhance and support learning;
- Assist the Head of Faculty to develop and maintain teaching and learning programmes that develop twenty-first century learning skills including but not exclusive to innovation, self-regulation, collaboration, knowledge-building, skilled communication and global awareness.

Co-Curricular Activities

- Actively promote the co-curricular programme by attending sports games, musical productions, or club/society group meetings to support staff and students;
- Actively participate in the co-curricular offerings of the College.

Statutory Compliance

- Ensure that all delegable College policies meet legislative standards and requirements.

Human Resource Management

- Assist the Head of Faculty in the development and training of staff with respect to the professional duties required by their pastoral activities and duties;
- Be responsible for the management, direction and leadership of all designated College staff.

Community

- Promote and assist the development of the College as a Professional Learning Community;
- Promote and encourage the professional development of all staff;
- Ensure the highest standards of communication are maintained between the College and parents;
- Engage with the wider educational community on matters of educational importance through the College newsletters and other publications.

These duties and responsibilities are subject to an annual review by the College Principal. This review will be accompanied by an annual review of salary and employment conditions.

BRIAN GRIMES
PRINCIPAL / CHIEF EXECUTIVE OFFICER
A.B. PATERSON COLLEGE