Heads of Department

Introduction

Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools of Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women’s achievements.

The Head of Department has a major responsibility to work with the Director of Faculty for leading the development, implementation and oversight of academic programmes, direction and outcomes of their delegated curriculum area or specialist area of responsibility.

Challenges

Heads of Department provide advice to the Faculty Director in matters concerning curriculum, strategic planning for the Faculty and resource management. Such a role includes special responsibilities in personnel management and communication, and will require leadership coordination, with vision and purpose appropriate to the effective operation of broader Faculty goals and agenda.

Leadership

- Develop a dynamic student-centred vision of the future of their curriculum or specialist area, imparting it to others and implementing strategies to achieve it.
- Motivate staff, acknowledging their needs and responding to them with sensitivity and professionalism.
- Act with integrity and equity both within the curriculum area(s) and in the wider school environment.
- Work collaboratively in teams to create a climate of trust in which new ideas can be articulated, debated and implemented.
- Maintain a flexible approach to structures which support the school’s vision.
- Monitor outcomes and providing feedback.
- Encourage innovation and “best practice” and supporting experimental projects.

Management

- Develop an effective working relationship with and amongst colleagues.
- Counsel and support colleagues in academic and disciplinary matters.
- Encourage and arrange subject/curriculum-specific professional development.
- Participate in reflective processes, giving advice, support, and leadership on these processes.
- Assist in the induction and mentoring of new staff members.
- Allocate and supervise the work of student teachers in the subject area where relevant.
Curriculum

- Develop and implement exceptional curriculum programmes, resources, learning experiences and teaching practices consistent with the School's Philosophy of Teaching.
- Role-model exceptional teaching practices for optimal student learning.
- Be responsible for the interpretation of Faculty policy from a Department's perspective and its implementation.
- To develop ways of encouraging students to become independent or collaborative learners support and promote the integration of technologies into the curriculum.
- Demonstrate and provide opportunities for sharing of best practice among teaching staff.
- Establish a familiarity with syllabus requirements for all relevant subjects.
- Maintain currency in trends in teaching and learning in all relevant subjects.
- Implement the School’s academic policies and contribute to their enhancement.
- Assume responsibility for the preparation and implementation of work programmes.
- Plan and be responsible for assessment policy within a subject area.
- Monitor assessment procedures and student profiles.
- Ensure the requirements of QSA and the Australian Curriculum are implemented.

Resource Management

- Provide information to the Director of Faculty for budget preparation.
- Maintain and monitor annual budgets allocated to specific subject areas, in consultation with the Director of Faculty.
- Allocate and maintain resources as required.
- Select text books in consultation with the Director of Faculty.

Communication

- Represent the subject or specialist area within the School.
- Provide accurate and appropriate information to inform student choice of subjects, consistent with School policy re subject selection.
- Share all relevant knowledge with teaching colleagues.
- Organise regular meetings, circulate information for subject area.

Strategic Planning

- Actively support and promote the ethos and philosophy of the School.
- Assist in school planning in the long and short term as required.
- Reflect upon and evaluate procedures with the Faculty and the School.
- Promote a pro-active, innovative and future-oriented approach.

Qualifications and Experience

- Relevant tertiary degree and teaching qualifications; a Masters degree would be highly regarded.
• Current Queensland College of Teachers registration, or satisfy the necessary criteria to gain registration.
• Previous experience in the successful delivery of administrative activities in a school is desirable.
• Personal membership of relevant professional associations is desirable.
• Understanding of current theory and research relating to girls’ education.
• Demonstrate a good knowledge of policies and procedures relevant to this position.
• Outstanding professional presentation and manner.
• Possess excellent written and interpersonal communication skills.
• Excellent technological literacy across a range of applications.
• Ability to liaise professionally with staff, students, parents and other colleagues.
• Demonstrated experience in dealing appropriately with confidential and sensitive information.
• Display creative and effective problem-solving techniques.
• Demonstrated innovative practice, lateral thinking, use of initiative and the ability to anticipate the needs of the organization.
• Proven ability to work collaboratively and energetically within a dynamic organization.