

POSITION DESCRIPTION: Head of Science

Title	Head of Science
Reporting to	Principal Assistant Principal, Curriculum
Primary Objective	<p>The Head of Science is responsible for the vision and learning intentions of the Science curriculum. They are expected to collaborate with and support teachers in the development of and implementation of Science curriculum programs.</p> <p>The Head of Science will collaborate with teachers to organise and promote interdisciplinary Science activities through the integration of successful strategies and multiple technologies to promote high-tech learning, which will help ensure students gain the necessary skills to compete and succeed in the global economy. Emphasis of all ongoing embedded technology instruction will be in strengthening content learning while utilising technology to differentiate and enhance student learning.</p>
Key Internal Relationships	<ul style="list-style-type: none"> • Principal • Assistant Principal, Curriculum • Assistant Principal (Head of Secondary) • ASPIRE/ALPHA (Advance Streams) Coordinators • Head of Learning Support • Data Collection Coordinator • Classroom Teachers Years 7-12 • Science Faculty Staff • Heads of Faculty
Key External Relationships	<ul style="list-style-type: none"> • Students and Parents • External Stakeholders • Professional Associations
Responsibilities	<ul style="list-style-type: none"> • Be at the forefront in pedagogical theory and practice in Science. • Ensure a developmentally appropriate approach to Science which enables students to make a seamless transition from Primary to the Secondary School. • Develop, organise and promote interdisciplinary Science activities through authentic problem-based curriculum experiences in Secondary School. • Develop and implement, in consultation with other engaged parties, the targeted teaching model for Science at Years 7-12. This includes the gathering, dissemination and use of data. • In conjunction with classroom teachers, develop a sequential

	<p>and consistent science program for Years 7-12 that is complementary to programs in the Primary Years.</p> <ul style="list-style-type: none"> • Provide teaching staff with appropriate professional development and assistance in Science. • Monitor delivery of the curriculum, ensure its relevance and be cognisant of relevant changes in the National Curriculum. • Innovative provision of curriculum via all Learning Management Platforms (Nexus or similar). • Lead all examinations, assessments and reporting in the Department. • Collaborate with teachers in integrating technology to promote high tech learning (iPads, iPods, interactive white boards etc.) that, through research have proven to increase student achievement. • Work with teachers in classroom to support both teachers and students in Science. • Collaborate with colleagues on short, medium and long term planning in Science, initiate appropriate professional development for colleagues, and develop initiatives which will enhanced teaching approaches to literacy. • Collaborate with Universities and other educational institutions to enhance Science opportunities for students in the School. • Support and guide colleagues in the selection of the most appropriate teaching and learning methods and resources to meet the needs of all the students. • Promote Science in the school community via special events and the newsletter. • Attend appropriate PD in order to disseminate to school community. • Search out funding sources, write and submit appropriate grant opportunities to enhance equipment, software, and/or professional development. • Preparation of a budget for Science. • Coordinate faculty book lists. • Other duties as may be determined by the Senior Management Team. <p><u>Leadership and management</u></p> <ul style="list-style-type: none"> • Preparation of the Science budget. • Work with the Science staff to ensure all courses are documented appropriately and reviewed annually. • Ensure curriculum documentation booklets are up to date. • Ensure all staff comply with reporting and assessment guidelines, policies and procedures. • Identify appropriate professional development for the Science team and individual members.
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	<ul style="list-style-type: none"> • Appraise Science staff annually, providing constructive feedback. • Encourage a culture of continual improvement.
Skills, Knowledge and Attributes	<p>A skilled and highly professional teacher with a passion for Science. Able to articulate the interconnected relationship between these disciplines, they will be able to demonstrate how innovation, research and data have informed their teaching towards improved learning outcomes for students. The successful applicant will be well organised, emotionally intelligent, be an excellent communicator, with a deep affinity for and understanding of the educative needs of secondary students (Years 7-12). A Master's degree in contemporary educative research would be highly regarded but not as highly as creativity, passion and vision.</p> <ul style="list-style-type: none"> • Knowledge of the current theories, techniques and methodologies of Science. • Knowledge in the development of Science curriculum design. • Ability to analyse data from multiple sources to design, implement, monitor and evaluate successful Science initiatives and curriculum. • Ability to lead a team and to work as a team member, harmoniously and cooperatively developing professional staff and the school community. • Ability to meet deadlines in a timely manner • Excellent interpersonal skills • Effective oral and written communication skills.
Qualifications	Qualifications and teaching experience in teaching one or more Science related subjects.
Tenure	Leadership positions are for a period of 3 years at a time. Further periods of appointment will be considered.
Teaching Allotment	This position carries a teaching load (to be negotiated).

Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.



Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____