Position Title: Head of TAS (7-12)

Experience: At least five years teaching experience in the relevant KLA, preferably with some experience in a supervisory role.

Appointed by: Principal

Function: To provide Christian leadership and vision promoting excellence in educational practice within the TAS department, and ensure compliance with regulatory authorities.

Classification: Coordinator 1

Duties and Responsibilities:

The Head of TAS shall, subject to the direction of the Principal, within his/her KLA will be responsible for:

• Interpretation of syllabi within the framework of the total school curriculum policies, firmly underpinned by a Christian worldview.

• Planning of teaching and assessment programs with an embedded Christian worldview, and complying with the requirements of external regulatory authorities.

• Differentiation of teaching and assessment to cater for varying ability levels, learning styles and interests of students.

• Ensuring gender equity in the teaching and assessment of subject content.

• Using student data to inform teaching practice.

• Partnering with parents in encouraging students to meet their God given potential.

• Developing and implementing an assessment schedule for each year group, to assist students manage school related stress.

• Maintaining the quality and accuracy of academic progress reports of students, ensuring compliance with reporting timelines.

• Managing discipline issues in supporting classroom teachers.

• Mentoring and appraising teachers in their growth as excellent Christian educational practitioners.

• Facilitating regular meetings for faculty staff.
• Coordinating the purchase and maintenance of resources relevant to their KLA, within the scope of annual faculty budgets.

• Supporting the School Board, Principal and the Senior Executive team in their management of the School.

• Working as a team with other KLA coordinators, making positive and constructive contributions to group meetings.

• Liaising with Junior School (K–Yr6) executive staff in relation to the Enriched Stage 4 (Yrs5/6) Program.

• Compliance with school policies.

• Managing Workplace Health and Safety in relation to staff and students.

• Preparation and presentation of reports as requested.

• Performing any additional duties as assigned by the Principal.

Knowledge, Skills and Abilities:

• Ability to envisage TAS through a distinctly Christian worldview

• Superior classroom practitioner

• Thorough knowledge of the relevant NSW syllabus documents

• Ability to lead a team through a collaborative approach

• Superior ICT skills

• Record of student achievement at HSC level

• Capacity to foster partnerships in learning with parents

• Knowledge of schools’ based VET programs

Prepared by: Peter Jamieson
Principal

Prepared: December 2015