



*"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"*

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

**1. Position Title:** Head of the Art and Design Department

**2. Role Purpose:** The Head of the Art and Design Department leads the delivery of education in the areas of Visual Arts and Design in the Senior School. The Head of the Art and Design Department will be responsible for the establishment of a Centre for Excellence and will contribute to the development of the distinctiveness of a Scots Education. The Head of the Art and Design Department will have a strongly developed knowledge of their discipline and will be responsible for the ongoing development of staff, ensuring that programs and pedagogy support students in the development of the skills needed for life in the 21<sup>st</sup> Century and is aligned with the Brave Hearts Bold Minds Educational Philosophy.

**3. Location:** Bellevue Hill, Sydney

**4. Responsible To:** Director of Studies and ultimately responsible to the Principal

**5. Principal Relationships:**

- Reports to the Director of Studies.
- Works with the Assistant Principal – Education, Curriculum Administrator, Heads of Department, Year Level Coordinators, Senior Leadership Team and other senior staff.
- Supervises staff in the Art and Design Department.

**6. Key Accountabilities:**

The Head of the Art and Design Department will support the Philosophy, Ethos and Strategic Intent of the College by taking a leadership role in:

- Committing to the development of 'best practice' strategies in all aspects of College operations, especially those related to the delivery of education in Art and Design.
- Developing the distinctiveness of the educational programs offered by the College.
- Supporting all aspects of the life of the College.
- Taking a T – 12 perspective in decision making.
- Supporting and implementing the whole-College model of Christian leadership.
- Infusing the Christian ethos into programmes and practices throughout the College.
- Recognising the value and uniqueness of each individual within the College community.
- Demonstrating a commitment to one's own ongoing learning.
- Modelling critical analysis and problem-solving skills.

- Supporting the development and implementation of a culture of excellence and customer support throughout the College in which prospective and current community members and Old Boys receive consistent messages from the College and that their experience of The Scots College is positive and “customer-focused”.

### 7. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators
<b>Strategic Leadership of the Art and Design Department</b>	<ul style="list-style-type: none"> <li>• Lead the development of a strategic perspective for the development of the Department within the framework of the College’s Strategic Intent and Operational Plan.</li> <li>• Lead the delivery of quality, excellence and rigour in teaching programs and practices by the department, including the implementation and management of:               <ul style="list-style-type: none"> <li>○ Department teaching programs.</li> <li>○ NESA compliance.</li> <li>○ College academic policies and practices within the department, including assessment policies.</li> <li>○ Resources.</li> <li>○ Recognition of student achievement.</li> </ul> </li> <li>• Develop and lead an effective Department Team</li> <li>• Focus on the development of the Department as a learning community of the highest quality</li> <li>• Keep up to date with current educational and curriculum developments</li> <li>• Disseminate appropriate curriculum information to the members of the Department Team</li> <li>• Lead the development and ongoing evaluation of curriculum within the relevant subject area(s), in collaboration with the Director of Studies</li> <li>• Monitor the effectiveness of pedagogy within the relevant subject area(s), in collaboration with the Director of Studies and Assistant Principal - Education</li> <li>• Lead the Department Team in a process of regular collaborative review of programs, practices and academic outcomes, in collaboration with the Director of Studies, Head of Students and Year Level Coordinators.</li> <li>• Implement procedures to ensure that appropriate analysis of external testing results is undertaken within the Department, in collaboration with the Director of Studies and Head of Students.</li> <li>• Lead and support the development of literacy skills within the relevant subject area(s)</li> <li>• Lead and support the integration of learning technology into pedagogy and curriculum within the Department, in collaboration with the Director of Studies</li> <li>• Contribute to the development and implementation of College’s academic policies and initiatives within the framework of the College’s Strategic Intent and Operational Plan.</li> <li>• Support and consult with the Director of Studies, Assistant Principal – Education, Senior Leadership Team, Curriculum Administrator and other senior staff about matters related to the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor feedback</li> <li>• Staff feedback</li> <li>• High level professional discourse around Strategic Leadership</li> <li>• Quality of teaching and learning/ student engagement</li> <li>• NESA compliance</li> <li>• Compliance and quality of planning, assessment and reporting</li> <li>• Student feedback</li> <li>• Parent feedback</li> <li>• Feedback re: student and parent satisfaction with subject selection</li> <li>• Deadlines are met</li> </ul>

Position Responsibilities	Core Activities	Key Performance Indicators
	<ul style="list-style-type: none"> <li>• Lead College initiatives, projects and programs – to be agreed on annually following discussions with the Head of Senior School, Assistant Principal -Education and the Director of Studies.</li> </ul>	
<b>Operational Leadership of the Art and Design Department</b>	<ul style="list-style-type: none"> <li>• Oversee the quality, excellence and rigour of teaching programs and practices in the Department across all campuses, including: <ul style="list-style-type: none"> <li>○ Completion and electronic storage of Department teaching programs and other records at the start of each academic year.</li> <li>○ Completion of relevant NESAs paperwork and ensuring that NESAs compliance requirements are met on an annual basis.</li> <li>○ Implementing College academic policies and practices in a developmentally appropriate manner within the Department.</li> <li>○ Ensuring the Department is resourced effectively to deliver its teaching programs.</li> </ul> </li> <li>• Implement College assessment and reporting policies and practices in the Department, including: <ul style="list-style-type: none"> <li>○ Ensuring that assessment practices are used to inform teaching practices and to collect data that can be used to help staff develop more effective strategies for teaching particular concepts.</li> <li>○ Supporting the generation of timely and meaningful 'Reports' and notifications to students and parents, including responsibility for the proof-reading of department 'Reports'</li> <li>○ Maintaining Department records pertaining to student progress and assessment.</li> </ul> </li> <li>• Support the Vice Principal – Administration, Assistant Principal – Education, Head of Senior School, Director of Studies and the Curriculum Administrator in the development of a financially viable and compliant timetable structure, including overseeing the Department's teacher, class and room allocations.</li> <li>• Communicate relevant College policies and initiatives, information and Department activities effectively to staff, students and parents, ensuring all published information is comprehensive and up to date.</li> <li>• Promote student achievement through the display of student work in the learning environment and contribution of sample work to Department, School or College initiatives.</li> <li>• Provide assistance and support in the development and ongoing evaluation of Special Needs, ESL and Gifted and Talented programs within the relevant subject area(s), in collaboration with the Director of Learning Enrichment, Head of Students and the Director of Studies.</li> <li>• Provide assistance for teachers with appropriate curriculum differentiation within the relevant subject area(s), in collaboration with the Director of Studies and the Director of Learning Enrichment</li> <li>• Monitor the academic progress of students within the relevant subject area(s), and taking appropriate action in relation to</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor feedback</li> <li>• Staff feedback</li> <li>• High level professional discourse around Operational Leadership</li> <li>• Quality of teaching and learning/ student engagement</li> <li>• NESAs compliance</li> <li>• Compliance and quality of planning, assessment and reporting</li> <li>• Student feedback</li> <li>• Parent feedback</li> <li>• Feedback re: student and parent satisfaction with subject selection</li> <li>• Deadlines are met</li> </ul>

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	<p>students who are underachieving, in collaboration with the Head of Students and Year Level Coordinators</p> <ul style="list-style-type: none"> <li>• Lead a departmental annual review of analysis of HSC, NAPLAN and internal assessment results.</li> <li>• Work with the Director of Studies, Year Level Coordinators and Head of Students to ensure balanced Assessment schedules for boys Years 7 – 12.</li> <li>• Work in collaboration with Housemasters and Department teachers to manage student behaviour issues.</li> <li>• Proof-read all Department reports</li> <li>• Participate in the College budget process to ensure that the Department is resourced effectively to deliver its teaching programs and ensure regular upgrading of resources</li> <li>• Manage Department resources, storage and teaching spaces</li> <li>• Work with Department staff to ensure that workplace health and safety requirements and practices are met as they particularly apply to the work of the Department (including the safe storage of chemicals and safe operating procedures for plant and equipment)</li> <li>• Oversee excursions, incursions, field trips and the use of guest speakers</li> </ul>	
<p><b>Teaching, Pastoral Care, Co-curricular Activities, Personal Planning and Team Leadership</b></p>	<ul style="list-style-type: none"> <li>• Teach classes, participate in the pastoral care program and take sporting/co-curricular activities – to be agreed on annually following discussions with the Head of Senior School, Director of Sport and Co-curricular T-12, and the Director of Studies.</li> <li>• Provide leadership, support and mentoring to Department members and other professional colleagues in the development and implementation of personal professional, team and whole-College goals within the framework of the College Strategic Intent and Operational Plan.</li> <li>• Provide leadership, professional support and mentoring to Department members in the development and implementation of personal professional and team goals within the framework of the College Strategic Intent and Operational Plan</li> <li>• Encourage and guiding the Professional Development of teachers within the Department</li> <li>• Mentor new teaching staff members within the Department</li> <li>• Provide professional support for Departmental staff members who are engaged in accreditation with the NESAs.</li> <li>• Develop and implement personal professional annual goals within the framework of the College Strategic Intent and Operational Plan with the support of the Principal.</li> <li>• Report on a monthly basis to the Director of Studies on the progress of annual personal professional and team goals.</li> <li>• Manage allocated budgets and resources to support the College’s Strategic Intent.</li> <li>• Promote the Department and provide an appropriate presence in the College’s daily life and at an approved range of functions and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from principal relationships</li> <li>• Staff feedback</li> <li>• Demonstrated improvement in Teaching, Pastoral Care, Co-curricular Activities, Personal Planning and Team Leadership</li> <li>• Framework visibly embedded in teaching, pastoral care and Co-curricular Activities.</li> </ul>

Position Responsibilities	Core Activities	Key Performance Indicators
	<ul style="list-style-type: none"> <li>• Represent the Principal, the Head of Senior School and the Director of Studies as required.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure that regular opportunities are in place for staff to communicate effectively with the College and that staff are regularly informed of College policy, procedure and operational issues pertinent to curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication protocols developed and maintained</li> </ul>
<b>Christian Leadership</b>	<ul style="list-style-type: none"> <li>• Promote, develop and protect the College Christian vision, beliefs and educational tradition in all aspects of school life</li> <li>• Contribute to the development and implementation of a whole College Christian leadership model</li> </ul>	<ul style="list-style-type: none"> <li>• Modelling of College values</li> <li>• Stakeholder feedback</li> </ul>

### 8. Personal Qualities

The qualities of the person fulfilling this role would include:

- Professional and personal integrity
- Superior inter-personal relationships
- Being flexible and open-minded
- Being proactive and innovative
- Communicating effectively with others
- Being both a leader and a team player

### 9. Performance Review Conditions

The appointee to the position of Head of the Art and Design Department will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

### 10. Special Requirements

The nature of this position is such that the Head of the Art and Design Department is required to be available outside the 'normal' school hours and to participate fully in the life of the College, to attend meetings and make presentations when required.

The Head of the Art and Design Department will, from time to time, be asked to take on extra duties that are assigned by the Principal. These extra duties will be discussed prior to implementation.