

Role Description

Head of Department (Secondary)

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

14010

Content

Manager No.

11/29347

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

Stream 2, Level 1, Teaching in State Education Award – State 2016

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Head of Department, you will:

- Lead curriculum focus in line with school and departmental initiatives
- Participate in delivering the vision of State Schools Division
- Develop the quality of teaching and learning
- Nurture positive relationships between students, teachers and stakeholders.

The Head of Department is accountable to and under the direction of the Principal or delegate.

Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Lead the school department to develop, articulate and commit to a shared educational vision focussed on providing quality learning outcomes for all students.
- Embed socially just practices in daily school life.
- Set high standards for student and staff performance.
- Actively participate in lifelong learning and ongoing professional development.
- Form partnerships with students, parents, other government agencies, and community groups.
- Be futures oriented and strategic.
- Understand the legislation and policies that impact on schooling especially in relation to students and staff within the school department.



- Manage the human, financial, facilities and curriculum resources of the school department to achieve goals.

A mandatory requirement of this role is:

- Current full registration, or current provisional registration with eligibility for full registration, as a teacher in Queensland. Information on registration requirements is available at www.qct.edu.au or on toll free 1300 720 944.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated teaching competence and capacity to provide curriculum leadership leading to the achievement of quality learning outcomes for all students.
2. Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
3. Capacity to use analytical skills to contribute to educational outcomes at the school level.
4. Capacity to manage effectively human, financial and physical resources to deliver high quality organisational outcomes.
5. Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values.

Please note: The final criteria will be addressed through referee checks and elaborated on at interview; do not write to this in your written application.

Additional information

- For further information refer to the Applicant Information Package and the conditions of employment for teachers.
- This role description works in conjunction with the Candidate Information Package.
- For further information regarding applying for teaching positions, refer to the Department of Education's teacher employment information at <https://teach.qld.gov.au/apply-to-teach/submit-your-application>