

# Position Description

## Head of Science Learning Area



<p><b>SCHOOL PROFILE</b></p> <p>Emmanuel Christian Community School’s mission and vision to provide affordable Christian education for families and equip the next generation to know and serve God. The school was founded in 1982 as a ministry of the Girrawheen Baptist Church and serves a diverse and multicultural community.</p> <p>Emmanuel Christian Community Staff are all committed Christians and play a vital role in enabling the school to deliver on its educational commitment to both its parents and students.</p> <p><b>Our Mission:</b> To provide affordable, Christ-centred education that equips the next generation to know God and serve Him in the community.</p> <p><b>Our Vision:</b> Changing lives through Christ-centred education.</p> <p><b>Our Values:</b> Community / Compassion / Excellence / Integrity / Prayer / Service</p>	
<b>Reports to:</b>	Deputy Principal Curriculum Secondary
<b>Location:</b>	3 Salcott Road, Girrawheen
<b>Department</b>	Science
<b>Classification:</b>	WA Christian Schools Multi-Enterprise Agreement 2016-2019 (Agreement)
<p><i>The following statements are intended to describe the general nature and level of work expected and being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</i></p>	
<b>Role Purpose</b>	<p>The Head of Science combines co-ordination of the Learning Area with teaching. The administrative responsibilities complement and supplement the work of the Deputy Head of Curriculum Secondary. The position provides leadership to the Science Learning Area including teachers and technical support staff.</p> <p>The Head of Science is expected to develop an environment in which the teaching team can create optimum learning conditions for their students and contribute to the interests of the school and be prepared to accept responsibility for providing a good channel of communication between his/her team and the school administration.</p>
<b>Main Areas of Responsibility</b>	<p><b>CURRICULUM ADMINISTRATION</b></p> <ol style="list-style-type: none"> <li>1) Lead the Learning Area in the development of best practice and the adoption of 21<sup>st</sup> Century pedagogy</li> <li>2) Oversee development of curriculum documentation, assessment, examination setting, and maintenance of resources</li> <li>3) Oversee teaching and learning programs and ensuring that they meet the requirements of SCSA and align with the School’s mission and ethos</li> </ol>
	<p><b>SUPERVISION</b></p> <ol style="list-style-type: none"> <li>1) Teaching staff within the Science Learning Area</li> <li>2) Technical support staff for the Science Learning Area</li> <li>3) HPE Coordinator</li> <li>4) Students in Science classes <ul style="list-style-type: none"> <li>• Work in consultation with classroom teachers and others, such as the Learning Enrichment teachers, where appropriate, to provide the best possible learning environment for students of varying abilities and needs.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>Identify and cater for children with special needs, in consultation with the Learning Enrichment Coordinator</li> <li>Monitor progress of students within the Learning Area</li> </ul>
	<p><b>FINANCIAL</b></p> <ol style="list-style-type: none"> <li>1) Manage budgets within set limits with a focus on educational outcomes</li> <li>2) Assist the DPC in devising the budget for the following year</li> <li>3) Stock and equipment is acquired, maintained and stored effectively</li> </ol>
	<p><b>MANAGEMENT &amp; LEADERSHIP</b></p> <ol style="list-style-type: none"> <li>1) Regular Learning Area Meetings</li> <li>2) Oversee professional development of staff, determining professional learning required, keeping records of professional learning and providing opportunity for reporting back to the Learning Area for the benefit of the whole Learning Area.</li> <li>3) Oversee the review of staff in the Learning Area on an annual basis.</li> </ol>
<p><b>Skills, Competencies and Qualifications</b></p>	<p><b>SKILLS</b></p> <ul style="list-style-type: none"> <li>- Demonstration of successful teaching experience</li> <li>- Demonstration of ability to organise and lead staff and work collaboratively</li> <li>- Ability to initiate, organise and deliver innovative programs that promote Science to the School and wider community</li> <li>- Ability to manage change and lead others through the process of change</li> <li>- Well-developed interpersonal skills</li> <li>- Effective problem-solving skills</li> <li>- Flexibility, workload prioritisation, manage multiple tasks effectively and proactively.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Working knowledge of the Science Western Australian Curriculum</li> <li>- At least five years of teaching Science including Upper School courses</li> <li>- Demonstration of curriculum leadership in Science would be advantageous</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Bachelor of Education or a Bachelor of Science with a relevant post graduate degree in Secondary Education.</li> </ul>
<p><b>Key Working Relationships</b></p>	<ul style="list-style-type: none"> <li>Principal / Deputy Principals</li> <li>Members of Secondary Leadership Teams – Curriculum and Pastoral Care</li> <li>Teaching Staff and Education Assistants</li> <li>Science Technicians</li> <li>Administration</li> <li>Parents / guardians</li> </ul>
<p><b>Selection Criteria</b></p>	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>Actively support and promote the objectives and ethos of Christian Education as articulated in the Vision, Mission and Values of the School.</li> <li>Be an enthusiastic team collaborator, motivated and committed to being part of a School that is invested in seeing children reach their God-given potential.</li> <li>Be an active church member.</li> <li>TRBWA registration</li> <li>Working with Children Check</li> <li>Satisfactory National Police Clearance</li> <li>Australian Work/Visa rights</li> </ul>
<p><b>Approved by</b></p>	
<p><b>Date approved</b></p>	