



## Secondary Head of HSIE Department

*Full-time 2-Point Coordinator Commencing 2020*

*Closing Date: Wednesday 27th November 2019*

An opportunity exists for a qualified, enthusiastic and experienced teacher to lead our HSIE Department.

The HSIE Department contains the subjects:

Stage 6 Ancient History, Business Studies, Legal Studies, Modern History

Stage 4 and 5 History, Geography, Commerce

### **APPOINTMENT**

The Head of HSIE is appointed by the Principal in consultation with the Director of Curriculum. The appointee is responsible to the Principal through the Director of Curriculum.

### **ROLE DESCRIPTION**

#### **Key Areas of Responsibility (Management)**

- Report directly to the Director of Curriculum
- Lead a team of 3 faculty members, encourage a positive morale and demonstrate quality teaching using a variety of contemporary teaching pedagogies
- Attend and lead, where appropriate, regular meetings including Faculty meetings and Heads of Department meetings
- Perform Wellbeing (Home Room) and playground duties
- Attend Parent Information Evenings and/or Feedback Evenings

#### **Key Areas of Responsibility (Teaching)**

- Teach classes equivalent to 0.85 FTE



- Mentor and support other faculty members to achieve the goals of the department
- Be responsible for the compliance of all HSIE documentation as required by NESAs for Registration and Accreditation purposes
- Develop, implement and update as required NESAs teaching programmes, in collaboration with faculty members
- Evaluate and review faculty policies, practices and procedures to improve learning outcomes for students
- Design effective assessment tasks and maintain appropriate records of assessment for reporting procedures

#### **Key Areas of Responsibility (Students)**

- Liaise with students as required
- Encourage and nurture, in a positive manner, the learning experiences of the students
- Support students through the College's Wellbeing program
- Liaise with parents in matters regarding the students' progress

#### **Key Areas of Responsibility (Other)**

- Attend performances and official College functions as required
- Participate in the College's Professional Development program
- Carry out other duties as required by the Principal

#### **SELECTION CRITERIA**

1. Possess recognised NSW teaching qualifications – including accreditation appropriate to experience
2. Demonstrated ability to teach Stages 4 and 5 History and Geography and Stage 6 Ancient History essential



3. Excellent communication and presentation skills
4. Ability to inspire students and differentiate the curriculum to cater for all students, including ESL
5. Demonstrated ability to liaise successfully with students, staff and parents
6. Competent user of ICT
7. Demonstrated experience working with secondary school aged students to produce high quality academic outcomes
8. Use data from staff and students to inform practice and planning within the department

### **TO APPLY**

Written applications consisting of full Curriculum Vitae should be directed to Mrs Maxine Kohler, Principal of The McDonald College, and be submitted electronically to Executive Assistant, Mrs Sally Hill, at [sally.hill@mcdonald.nsw.edu.au](mailto:sally.hill@mcdonald.nsw.edu.au)

The closing date for all applications which must include the names and telephone contact number of two (2) professional referees should be received by 4pm on **Wednesday 27<sup>th</sup> November 2019**. Applications must address selection criteria in order to be considered for the role.