

SENIOR SCHOOL HEAD OF HUMANITIES AND HUMANITIES (HISTORY) TEACHER

POSITION DESCRIPTION

REPORTS TO	Deputy Head of Senior School – Teaching & Learning
DIRECT REPORTS	Faculty members
KEY RELATIONSHIPS	Deputy Principal and Head of Senior School Deputy Heads of Senior School Faculty members Year Level Coordinators
PURPOSE	The purposes of this role are: The Head of Faculty works within Senior School to ensure that every teacher within the Faculty is delivering the highest possible quality of teaching to bring about academic growth and a positive experience for every girl undertaking a subject within the Faculty. They also ensure that relevant processes are maintained at a high standard by all faculty members.
ENVIRONMENT	This is a 2 year fixed term position of leadership that comes with a time allowance calculated from the number of full time staff assigned to faculty teaching each year. The remainder of the full time load is made up of classroom teaching. Commencing Term 1 2026 until the conclusion of the 2027 academic year.

KEY AREAS OF RESPONSIBILITY

All Faculty Heads

- Provide leadership and direction for the Faculty, ensuring that the programs are managed and developed effectively
- Ensure high standards of teaching and learning in the Faculty
- Create a culture of success in and enjoyment of Faculty subjects by students
- Establish the curriculum, policies and practices to operate within the Faculty
- Monitor, evaluate, develop and document such curriculum, policies and practices to ensure that they seek to position Lowther Hall as a leading school for girls
- Lead Faculty staff effectively, including assistance with recruitment, staff selection, induction, development and the provision of feedback
- Ensure the accuracy of examination content and printing quality for your department
- Oversee the collection and analysis of data to be used in measuring student performance and improving student achievement
- Work in partnership with other staff across faculties and throughout the School, including the Director of Information Technology and Nora Collisson Centre staff
- Liaise with other Heads of Faculty, the Deputy Principal: Head of Senior School, other senior staff and the Principal to ensure the smooth running of the School
- Provide advice on the allocation of Faculty resources [human, physical and financial] including preparation and management of annual budgets
- Prepare documentation for outside organisations as required
- Liaise with parents and students in relation to Faculty matters

- Provide advice on all curriculum matters examined by the Curriculum Committee
- Organise appropriate representation of the Faculty at school functions and in the wider community as necessary
- Promote and celebrate the faculty within the School
- Work with relevant external consultants

Humanities (History) Classroom Teacher

- Be an excellent classroom practitioner whose teaching is informed by contemporary educational research
- Provide exemplary teaching practices, including using data to differentiate classroom learning
- Prepare lessons to the highest standard of curriculum planning and assessment
- Ensure provision of a stimulating, engaging, safe and welcoming classroom environment
- Provide pastoral care for all students and communicate any concerns to appropriate staff
- Assist students to understand the values and behaviours of the School
- Ensure the timely return of all assessment items to students
- Build rapport and positive relationships with staff, students and families
- Prepare constructive and informative reports for students
- Meet reporting deadlines
- Ensure Professional Learning requirements are met each year, including pedagogy projects and regular classroom observations
- Enthusiastically prepare and participate in Home Group activities
- Proactively and responsibly undertake grounds duty when required
- Support the School's co-curricular program, including camps, concerts and sporting events
- Attend all scheduled meetings
- Work effectively independently and to be a strong and valued member of the team
- Demonstrate professionalism, enthusiasm, patience, positivity, adaptability and innovation
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Understand and comply with Child Safety Standards
- Comply with Occupational Health and safety requirements

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies



Business outcomes

Looks ahead and anticipates new directions
Understands how teams work and utilises the skills of team members

Productivity

Self driven and displays personal effectiveness
Manages stressful situations well
Displays sound problem solving and decision making skills
Possesses technical skills required to be proficient in the role
Shows critical reflection on own work

Continuous improvement

Reviews performance data to identify areas for improvement
Considers the bigger picture when thinking about a problem
Understands and adjusts to change

Planning

Demonstrates organisational skills
Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An understanding of the Lowther Hall context
- An appropriate undergraduate study/qualification
- A current and appropriate VIT registration
- Ability to teach History Revolutions an advantage
- An understanding of child safe standards
- All policies and procedures pertaining to teaching and learning at Lowther Hall
- Educational leadership theory
- Australian Curriculum Framework
- VCE subject relevant to the Faculty
- Relevant regulatory framework
- Databases such as synergetic, accellerus, VASS and timechart
- Willingness to undertake a National Criminal History Record Check upon appointment
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management qualification
- Current asthma management qualification
- Willingness to participate in psychometric testing

SKILLS IN

- Classroom practice
- Planning and delivering professional learning
- Managing budgets
- Leadership of adults
- Interpreting data
- Giving feedback
- Mentoring

PERSONAL ATTRIBUTES

- Willingness to support the values of the School
- Ability to communicate effectively with adults and children
- Highly developed organisational skills
- Capacity to solve problems independently



- An ability to take initiative
- A willingness to accept direction
- Commitment to on-going learning and the learning of others
- Skills in and enthusiasm for leading adults
- High level of emotional intelligence
- Well-developed self-management skills and high level of resilience
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

