



Job Description

Position title:	St Philip's Christian Education – Head of HSIE Teacher
School / Entity:	St Philip's Christian College Cessnock
Reports to:	Assistant Principal Teaching and Learning
Loading	1.0 FTE
Direct reports:	HSIE Teachers
Award:	Independent Schools NSW Teachers Multi-Enterprise Agreement 2021
Date created / revised	October 2024

What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

What's it like working in St Philip's Christian College Cessnock?

Staff at St Philip's Christian College Cessnock model Christian character and good moral behaviour that explicitly supports the Christian beliefs and values of the College. Staff uphold the St Philip's Christian College greater vision where 'every student enjoys a safe and secure learning environment and contribute to a positive, inclusive and productive College culture where staff, students and families feel valued and respected. St Philip's Christian College Cessnock encourages a cohesive culture by engaging with others in a meaningful, caring and authentic manner where priority is given to ensure the Christian growth of students and staff. St Philip's Christian College Cessnock encourages staff to pursue Professional Development and growth opportunities.

What's the focus of this position?

Work in collaboration with the HSIE Faculty to deliver curriculum requirements to students in Year 7 – Year 12.

What you'll be doing:

- Plan, prepare and deliver effective teaching and learning programs which demonstrate:
 - Clear alignment with biblical principles and sound doctrine
 - Strong subject knowledge
 - Current educational research
 - Well-developed practice
 - Capacity for student engagement
 - Consistency with the [Australian Professional Standards for Teachers](#), relevant syllabus documents & policies



- Provide active leadership for all those involved in teaching or supporting the HSIE department. This will include mentoring, collaborating and sharing information so that staff motivation is at an optimum level to encourage continuous improvement in the quality of learning and teaching. This includes leading the ongoing development of differentiated pedagogy, quality learning and assessment which is informed by evidence-based approaches and the skilled use of data.
- Have a comprehensive knowledge of the HSIE syllabus and proven ability to construct and facilitate engaging learning experiences within this curriculum.
- Lead the facilitation of staff professional development in the required learning and teaching skills, and content knowledge. This includes working individually with relevant staff to guide their professional development, such as through individual goal setting and mentoring.
- Work collaboratively at both strategic and operational levels with Assistant Principal Teaching and Learning, Heads of School, Faculty Team Leaders, staff, students and parents.
- manage the performance of allocated staff members, ensuring best practice. Where necessary, facilitating accountability conversations, accompanied by appropriate documentation and reporting of these to the Assistant Principal Teaching and Learning. This may involve assisting in Performance Improvement Processes for staff at the direction of the Principal.
- Develop, evaluate and revise faculty policies and procedures which comply with College and NESA legislative requirements and guidelines.
- Undertake regular observation of the teaching practice of each direct report, providing feedback for growth and reporting any concerns to the Assistant Principal Teaching and Learning and the relevant Head of School.
- Support the College Executive Leadership Team to implement an annual process of review of key results.
- Provide sound leadership to and administration of the faculty in a way that is credible and consistent for all stakeholders.
- Collaborate with colleagues to build genuine and professional relationships and to promote shared commitment and a sense of achievement.
- Oversee the assessment practices of the faculty, ensuring best practice and compliance with College and NESA requirements are met. This includes ensuring that staff are providing effective feedback as a part of progressive reporting processes (in line with College procedures).
- Maintain student records and samples of work, and report on student performance to students, parents, the College and other stakeholders as required.
- Lead the faculty in ensuring the appropriate maintenance student records and samples of work, and report on student performance to students, parents, the College and other stakeholders as required.
- Ensure that all required curriculum documentation (Programs, Scopes and Assessment Schedules) are completed in a timely and compliant manner, certifying faculty compliance each term with the Director of Studies 7-12.
- Plan and lead regular Faculty Meetings.
- Communicate all relevant information to the faculty on behalf of the Heads of School, Director of Studies and Assistant Principal Teaching and Learning.
- Represent the Faculty by regularly attending the Faculty Team Leaders Meeting. This includes participating in all relevant professional development as a part of this meeting.



- Develop and utilise a wide variety of effective practices so that quality learning is prioritised in all classrooms.
- Where possible, ensure that learning can continue if unavoidable absence occurs, by providing appropriate lesson plans for colleagues.
- Where the absence of a faculty staff member occurs, ensure that appropriate lessons are left, including coordinating with staff or creating lessons on their behalf if necessary.
- Oversee the reporting process within the faculty, ensuring that staff meet deadlines, and that all reports are to an acceptable standard and proofread in line with the Reporting Guidelines.
- Support staff in communicating with parents and students where concern arises in relation to the academic progress of a child. Likewise, support staff in responding to concerns/complaints raised by parents or students regarding the quality of teaching and assessment practices.
- Perform playground duties and lunch clubs as required.
- Involvement in Extracurricular activities including camps, excursions, mission trips and Spring Fair etc.

The essentials you'll need:

- A current paid Working With Children Check.
- Current Teaching Qualification in HSIE with at least 5 years' experience.
- Be a committed Christian and an active church member.
- Uphold and support the mission, core values, vision, policies and aims of the College.
- Be passionate about Christian education.
- Represent the College in a positive manner to the wider school community.
- Display discretion, confidentiality, honesty and integrity.
- Maintain and build upon your professional expertise by participating in appropriate professional development courses.
- Lead by example with high professional standards in all aspects of College life.
- Be personally and corporately committed to developing best practice in teaching, student management and procedural matters.
- Demonstrate high level interpersonal skills, accurate and consistent communication skills, effective collaboration, and effective conflict resolution skills and strategies.
- Demonstrate a high level of organisational proficiency, maintaining high standards with a calm and methodical approach.
- Be positive, self-directed, empathetic, enthusiastic and highly motivated, demonstrating adaptability, flexibility, resilience, multi-tasking and capacity to manage work related pressures.
- Work cooperatively and collaboratively as a member of a team.
- Work successfully to build positive, caring relationships with staff, students, parents/carers and the wider community.
- Excellent working knowledge of the Microsoft Office Suite of products and a willingness to embrace new technologies.
- Support the health and safety of yourself and others by undertaking duties in a manner that is positive, proactive and sustainable.
- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Identification and timely reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of any Personal Protective Equipment.



We'll encourage you along the way

No job description can capture the complexity of running a school. Therefore, this role will include any other reasonable direction that is within the limits of your skills, competence, training and/or experience as given by your supervisor or the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world.

All employees are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

Acknowledgment:

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and that this will be an ongoing point of reference for discussions with my direct supervisor.

I affirm that having consideration of the inherent requirements of this role, there is no impediment to my ability to undertake the role in full.

Employee Name:	
Employee Signature:	
Date:	