HEAD OF STEM

Plenty Campus

Position Description

Re-advertised

Tenure: Three years

Exciting new role focusing on leading pedagogical innovation across Mathematics, Science and IT.

The Role:

The Head of STEM is responsible and accountable for all student learning outcomes in their Learning Community. The focus of the Head of Learning Are will be to ensure that high quality learning is occurring by setting annual goals, coaching, mentoring and appraising staff, making regular visits to classrooms and working closely with staff to ensure on-going professional development and improvement. The Head of Learning Area is also responsible for overseeing the quality assurance of all programs in the Learning Community. This position includes a teaching load which will be determined by the Deputy Principal/Head of Campus and will commence at the start of the 2018 School year.

Reports to:

The Head of STEM reports to the Director of Learning. The role is ultimately responsible to the Head of Campus for the learning and academic outcomes of their Learning Community.

Key Relationships:

The Head of STEM works closely with the three other Pedagogical Leaders who are part of the Campus Learning Team. The position leads the Curriculum Leaders of the Learning Community and the respective teachers, support staff and student learning within those areas.

Main Responsibilities & Accountabilities:

Key Accountabilities	• Develops, implements and reviews short and long term objectives of the Learning Community • Develop Learning Community and individual teacher action plans and KPI's with a focus on learning in the classroom and overall academic outcomes • Annual performance review against KPI's set for the academic year to be conducted by the Director of Learning and Head of Campus.
Curriculum & Assessment	• Ensures that the Ivanhoe Learner Framework is embedded in all programs across the Learning Community • Lead the Learning Community in the implementation of whole-school improvement strategies related to curriculum planning and delivery • Oversee the work of the Curriculum Leaders to ensure that they remain abreast of subject specific developments and policy change • Work closely with other Heads of Learning Areas to ensure continuity across the curriculum and The Ivanhoe Learning Framework • Align curriculum, standards, instruction and assessment to ensure appropriate coherence and sequencing • Ensure all documentation for the Learning Community is current, accurate, relevant and accessible in the LMS • Ensure continuous reporting requirements are met by supporting the Curriculum Leader in this process.
Learning & Teaching	• Place learning at the centre of planning and ensures that a diverse and flexible curriculum is taught within The Ivanhoe Learning Framework • Establish a shared vision of good practice in the Learning Community • Leads the School's culture of high expectations, collaborative planning and monitoring student learning and performance • Use data to inform practice closely linked to the school wide data plan • Analyses student achievement and formative feedback to develop strategies to maximise learning and pedagogical practice • Implement school wide standards for learning and teaching • Monitors, evaluates and continually improves the quality of planning, teaching and assessment of all members of the learning community • Models, coaches and promotes classroom strategies that maximise students learning and incorporates the principles of ever-changing contemporary learning • Lead and ensure teachers are embedding eLearning in their practice consistent with the School's Learning Plan • Critically reviews research on best practice in learning and teaching to assist colleagues to further develop their teaching expertise
Staff	• Works closely with other Heads of Learning Areas to embed consistent high standards of pedagogical practice across the School • Leads, supports and meets regularly with Curriculum Leaders • Leads, supports and meets regularly with teachers from the Learning Community • Leads the development of a culture of collaboration, open classrooms and providing on-going feedback and coaching • Regularly appraises the quality of learning and teaching within the Learning Community through Appraisal For Growth and the development of individual action plans • Identifies performance management issues in staff and takes responsibility to resolve the concerns in the first instance • Overseas the induction of all new staff within the Learning Community

	• Monitors and actively supports the professional growth and wellbeing of teachers • Promotes and ensures the involvement and participation of staff within the Faculty
Budgeting & Resourcing	• Coordinates budget requests for the Learning Community and ensures funds are well managed • Works closely with the Director of Learning regarding budgetary requirements
General	• Manage and support teachers in dealing with student and parental concerns • Promotes the Learning Community within the School and learning opportunities for students • Meets regularly with teams and liaises with the Pedagogical Leader from the other campus • Supports and reinforces student expectation and pastoral procedures within the Learning Community • Completes additional tasks as required
Essential Qualities and Skills	• An outstanding classroom practitioner who can lead by example and model exceptional practice • Demonstrated ability to head teams and to manage staff. • A passion for research and evidence about how students learn, curriculum development and pedagogical innovation • Have up-to-date knowledge of broader educational developments and best practice • Excellent interpersonal, communication and organisational skills • Demonstrated ability to lead, motivate, coach, coordinate, delegate and empower other to achieve outcomes • Maintains professional relationships at all times, acting with authenticity and integrity • The ability to challenge and improve performance • A demonstrated knowledge of, and flair with, the use of technology in education and an awareness of emerging technologies • Be an active contributor in the teaching community, presenting at conferences and sharing on-line • Willingness to be involved in the broader life of the School

All members of staff are required to assist with co-curricular activities including camps and sporting commitments.

Ivanhoe Grammar School values student safety, including child safety. All staff are required to adhere to the School's Student Wellbeing Policy, OHS Policy and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Please refer to the School's website www.ivanhoe.com.au/currentvacancies for the application process. Only applications using the Schools online Application for Employment form will be accepted. Applications will be shortlisted upon receipt. Interviews may take place during this process.

Only applications using the Schools online Application for Employment form will be accepted. Previous candidates need not apply.

Applications will close when a successful candidate has been appointed and should be addressed to:

Deputy Principal/Head of Plenty Campus
Ivanhoe Grammar School
PO Box 224
MERNDA VIC 3754

Phone: (61 3) 9490 1877.