Head of History

Purpose and Outline of the Role

The Head of History is responsible for leading and developing the Years 7–12 History curriculum at Queenwood Senior School. The Head of History is expected to contribute to the broader academic and co-curricular life of the School.

As the leader of our high-performing History Department, the Head of History will work collaboratively with colleagues across the School to deliver and continuously develop high-quality curriculum programs within a supportive and enthusiastic team.

This role calls for a passionate and adaptable educator who is committed to excellence in teaching and to fostering a vibrant culture of intellectual curiosity and engagement. The successful candidate will be a strong classroom practitioner who promotes student engagement, academic excellence, and a genuine love of learning.

A passion for, and demonstrated experience in, teaching History subjects is essential. The successful candidate will have experience teaching across Stages 4–6, as well as experience teaching HSC and/or IB History. They will demonstrate a thorough knowledge of the curriculum, intellectual rigour, strong IT skills, collegiality, and the ability to extend and enrich students' learning.

The Head of History is both an educational leader and an active classroom practitioner, contributing to the academic and pastoral life of the School.

All teachers at Queenwood are responsible for creating an engaging, productive, and disciplined learning environment where every student is equipped and encouraged to learn. Teachers are expected to reflect on and adapt their teaching practices continuously, while actively engaging in professional learning.

In addition to their teaching responsibilities, all teachers at Queenwood contribute to pastoral care programs and the broader life of the School. Most teachers are also required to serve as Tutors, playing a vital role within the School's pastoral care systems.

Reporting Relationships

The post-holder will report ultimately to the Principal and directly to the Director of Curriculum.

Employment Basis

This is a permanent full-time teaching position to commence in Term 1, 2027 with a special appointment to the Leadership role of Head of History. The role of Head of History attracts a Level 2 Leadership Allowance and carries a teaching load of 0.8FTE.

A full-time teaching load typically consists of 35 face-to-face periods per fortnight, each scheduled for one hour.

Role Responsibilities

Department Head Responsibilities

- Provide inspiring leadership of the Years 7–12 History programs to build the breadth, depth and quality of History education at Queenwood.
- Advise the Principal on the growth and development of the History curriculum in accordance with the School's strategic objectives.
- Implement a consistent approach to curriculum development, programming and teaching of History across Years 7–12.
- Promote excellence in History education by developing students' abilities, interests and understanding of the discipline.
- Lead, mentor and support members of the History Department.
- Develop policies and procedures to ensure the smooth running of all aspects of the History curriculum.
- Work collegially to support the academic and cultural life of the School.
- Model professional excellence through quality teaching, a positive approach, professional conduct and effective administration.
- Prepare and manage the departmental budget and ensure effective stewardship of departmental resources.
- Oversee the development and implementation of the 7 - 12 History program in compliance with NESA and IBO requirements.
- Ensure that the day-to-day administration of History is efficient and that systems, resources and equipment are well maintained.
- Develop and document the scope and sequence of History programs across Years 7–12.
- Collaborate with teachers in planning, teaching and evaluating teaching.
- Participate in the determination of educational goals, policies and programs for the school.
- Lead and support the annual professional review and development process for History staff.
- Support and supervise the NESA teacher accreditation process for any History teacher seeking Proficient Teacher accreditation.
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies.

Teaching Responsibilities

- Plan, prepare and deliver instructional activities that facilitate active learning.
- Develop schemes of work, lesson plans and programmes in response to syllabus requirements.
- Establish and communicate clear objectives for all learning activities.
- Produce high-quality, differentiated learning materials and resources for use in educational activities according to school and department initiatives.
- Identify and select different instructional resources and methods to meet students' varying needs.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.

- Observe and evaluate students' performance and development.
- Prepare, assign and grade examinations, assessment tasks, class work, homework, tests and assignments in a timely manner.
- Provide appropriate, effective and timely feedback for formative and summative tasks completed by students.
- Monitor and encourage the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required within regulatory frameworks and under School and department policies.
- Prepare required reports on students and activities.
- Manage student behaviour in the classroom by establishing appropriate routines and enforcing school rules, policies and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations.
- Participate in department, school and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities.
- Attend meetings, training and school functions as required and perform regular duties including playground duty and invigilation. Some of these may require attendance out of hours.
- Engage in an annual review and development process in alignment with the Australian Professional Teaching Standards in the spirit of ongoing professional learning.
- Participate in the School's outdoor education program during Camp Week.
- Contribute to departmental and School programs and activities beyond the curriculum.
- Perform such other duties as the Principal may from time to time direct.

Key Competencies

- A deep love of the History and the ability to foster critical thinking, inquiry, curiosity and an informed understanding of people, societies, economies and environments.
- Outstanding command of the English language.
- Excellent written and verbal communication skills.
- Appropriate tertiary teaching qualifications, NESA accreditation and eligibility to teach in NSW.
- Thorough knowledge of effective teaching strategies for History subjects across Stages 4–6.
- Strong understanding of NESA and/or IBO curriculum requirements and the ability to plan and deliver robust and stimulating teaching activities within well-structured programs.
- Ability and willingness to evaluate and critically reflect upon their own professional practice.

- Proficiency in a range of technologies to support teaching and professional duties
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students.
- Commitment to educational excellence and alignment with the ethos and values of Queenwood.

Experience and Expertise

- Outstanding record as a classroom teacher.
- Demonstrated experience in leading curriculum development, managing departmental administration and supporting staff to achieve high standards of teaching and learning.
- Demonstrated ability to adapt to changing circumstances and lead a team through strategic change.

Qualifications

- Relevant formal qualifications in teaching one or more history disciplines, supported by extensive teaching experience in the relevant subject areas.
- Demonstrated experience teaching the International Baccalaureate (IB) as well as Higher School Certificate (HSC) would be highly regarded.

Personal Attributes

- Passion for History education and inspiring young people to engage with the world around them.
- Excellent communication skills both written and oral.
- Engenders mutual respect with students, staff and parents.
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school.
- A collaborative team player, balanced with the ability to be decisive and provide direction where situations demand.
- Model and promote lifelong learning.
- Highly motivated, proactive and solutions focused.
- Dedicated to strengthening and promoting History as an integral component of the Queenwood curriculum and broader School community.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable, incidental to, or associated with the position held.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and

Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety protocols, such as completing risk assessments, addressing hazards and reporting safety incidents.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Applications will close 9am, Wednesday, 18 November 2026. Please note that interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.