QUEENWOOD
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Role Description January 2020

Head of History

Purpose and Outline of Role

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

Reporting Relationships

The Head of History is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Director of Curriculum.

Employment Basis

This is a full-time position for a term of five years, and carries a teaching load of 0.8FTE with Leadership Level 2 allowance. This position commences in Term 2, 2020.

Role Responsibilities

- Provide inspiring leadership of the History program 7-12, so as to build the breadth, depth and quality of the study of History at Queenwood.
- Advise the Principal on the growth and development of the History program in accordance with the School's strategic objectives.
- Implement a consistent approach to the development of History in Queenwood students 7-12.
- Ensure that History at Queenwood is a beacon of excellence, developing the abilities and interests of Queenwood students.
- Lead and manage the History staff.
- Develop policies and procedures to ensure the smooth running of all aspects of the History curriculum.
- Lead and supervise the Queenwood professional review and development process for the History staff on an annual basis.

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- Supervise the NESA teacher accreditation process for any History teacher seeking Proficient Teacher or higher levels of accreditation.
- Work collegially to the support academic and cultural life of the School.
- Provide a role model of professional behaviour including quality teaching, positive approach, appropriate professional conduct and high level administration duties.
- Manage and administer budgeting requirements.
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies.

Key Competencies

- Outstanding record as a classroom History teacher, including experience teaching IB and HSC History.
- Demonstrated ability to develop programs, managing the associated administrative requirements and managerial demands.
- Demonstrated ability to adapt to changing circumstances in order to lead a History team through change in strategic direction.
- Appropriate formal qualifications in teaching of History.

Personal Attributes

- Infectious passion for History and education.
- 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 directional where situations demand.
- Model and promote lifelong learning.
- Highly motivated individual with a strong ‘can do’ attitude.
- Dedicated to creating opportunities for the development of history as a central component of the Queenwood curriculum and beyond.

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Closing Date for applications is Wednesday 5th February 2020, 5pm.

PLEASE NOTE THAT QUEENWOOD ACCEPTS ELECTRONIC APPLICATIONS ONLY.

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees

Please email applications to: employment@queenwood.nsw.edu.au