
Role Description

October 2025

Head of Personal Development, Health & Physical Education (PDHPE)

Role Description

The Head of Personal Development, Health & Physical Education (PDHPE) is responsible for leading and developing the 7–12 PDHPE and Health & Movement Science (HMS) curriculums at the Queenwood Senior School. The Head of PDHPE is expected to contribute to the broader 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 the 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 Relationship

The Head of PDHPE 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 to commence in Term 1, 2026. A full-time teaching load is typically 35 face-to-face periods per fortnight, with each period currently scheduled for one hour. This role carries a teaching load of 0.8FTE with Level 2 Leadership allowance.

Role Responsibilities

- Provide inspiring leadership of the PDHPE and HMS programs 7-12 to build the breadth, depth and quality of the study of PDHPE at Queenwood.
- Advise the Principal on the growth and development of the PDHPE and HMS curriculums in accordance with the School's strategic objectives.
- Implement a consistent approach to the development, programming and teaching of PDHPE and HMS for Queenwood students 7-12.
- Ensure that PDHPE and HMS at Queenwood is a beacon of excellence, developing the abilities and interests of Queenwood students.
- Lead and manage the PDHPE and HMS staff.
- Develop policies and procedures to ensure the smooth running of all aspects of the PDHPE and HMS curriculums.
- Work collegially to support the 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 for the PDHPE and HMS curriculums.
- Manage the planning and set up of exhibitions for display of 7–12 PDHPE and HMS works as required.
- Oversee the development and implementation of the 7-12 PDHPE and HMS program in compliance with NESA requirements.
- Ensure that the day-to-day administration of PDHPE and HMS is efficient and that systems, resources and equipment are well maintained.
- Develop and document the scope and sequence of the PDHPE and HMS programs across the senior school 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 supervise the Queenwood professional review and development process for the PDHPE and HMS staff on an annual basis.
- Supervise the NESA teacher accreditation process for any PDHPE and HMS teachers seeking Proficient Teacher accreditation.
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies.
- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement
- Participate in cocurricular activities such as social activities, sporting activities, clubs and student organisations.
- Participate in parent, department and school 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, school functions as required and perform regular duties such as playground duty, invigilation etc. Some of these may require attendance out of hours.
- Participate in the School's outdoor education program during Camp Week
- Perform other duties as the Principal or Director of Curriculum may from time to time direct.

Experience and Expertise

- Outstanding record as a classroom teacher.
- Demonstrated ability to develop PDHPE and HMS programs, managing the associated administrative requirements and managerial demands.
- Demonstrated ability to adapt to changing circumstances in order to lead a PDHPE team through change in strategic direction.

Qualifications

- Extensive experience as a PDHPE and HMS teacher.
- Appropriate formal qualifications in teaching PDHPE subjects.

Personal Attributes

- Infectious passion for PDHPE.
- 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 PDHPE as a central component of the Queenwood curriculum and beyond.

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 & 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, such as by 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.

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.



Applications

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

Applications should include:

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

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

Applications will be reviewed as they are received, and 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.