

Position Description

Head of STEM



WHO ARE WE

We are a team of committed Christian educators and support personnel who fundamentally believe that students learn best when they feel safe, respected, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about God, themselves, and the impact they can make in the world they live in.

MISSION

To provide quality Christian Education, strong foundations for life and learning.

VISION

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

CORE BELIEF

Every child is unique and created in God's image.

OUR FOUNDATIONS FOR LIFE AND LEARNING

Life

- Faith – We seek God with all our heart
- Compassion – We rise by lifting others
- Integrity – We do what is right not what is easy
- Courage – We stretch ourselves beyond what is comfortable

Learning

- Question – We learn to question so we can question to learn
- Create – We are created to create
- Improve – We improve by failing forward
- Communicate – We seek to understand then to be understood

ROLE DESCRIPTION

The Head of STEM (Science, Technology, Engineering and Mathematics) supports and champions the mission, vision, and strategic plan of Caloundra Christian College.

The Head of STEM facilitates the development of modern, innovative, and challenging curriculum, assessment, pedagogy in order to foster a learning culture that engages Science, Technology, Engineering and Mathematics with creativity, purpose and rigor. The HOS clearly models exemplary pedagogical practices and influences others to do the same. They champion the STEM area of learning and facilitate out-of-class opportunities, events and co-curricular activities that foster engagement of students in STEM. They are an integral part of the Secondary Teach and Learn Team.

TIME ALLOCATION

The position will initially be a PAR Level 4 (5 allowances and 5 release periods, the mix between allowance and time can be negotiated).

ACCOUNTABILITY

The Head of STEM reports directly to the Director of Studies (Years 7-12) and ultimately to the Principal

KEY INTERNAL RELATIONSHIPS

- Principal
- Deputy Principal
- Heads of Department
- IT Manager
- Secondary Teachers

KEY EXTERNAL RELATIONSHIPS

- Parents
- Federal and State government education bodies
- Professional and educational associations and networks

QUALIFICATIONS

- Bachelor degree or higher
- Must be a registered teacher with the Queensland College of Teachers

EXPERIENCE

The successful applicant will have

- had prior experience in successfully;
 - leading effective professional teams
 - developing programs that have led to improved student engagement and outcomes
- at least 5 years teaching Secondary Science and/or Mathematics, including Year 12
- experience teaching from the current QCAA Senior Syllabus

FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement
- Ascribes to the Statement of Faith and College Foundations of Life and Learning
- A high standard of personal conduct and an outworking of spiritual fruit

KNOWLEDGE

- Knowledge of QCAA, and Australian Curriculum requirements, including the new relevant Senior Curriculum, Assessment and Tertiary Entrance process
- Strong knowledge of Mathematics and Science
- Well-developed understanding of pedagogy, curriculum, assessment and reporting development
- Wide knowledge and interest in contemporary learning and leadership philosophy, research and quality educational practice and trends
- A solid understanding of the NAPLAN testing program, especially pertaining to Numeracy, and the interpretation, analysis, and evaluation of student achievement data to improve instruction

SKILLS

- Critical and Creative Thinking
- Technological proficiency
- Verbal and written communication
- Organisation and initiative
- Ability to multi-task and prioritise
- Time management
- Attention to detail and accuracy
- Data-informed decision-making

PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10kg of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires frequent standing, walking, sitting, bending, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment, and move about the work area.
- Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards.

PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability

LEADERSHIP REQUIREMENTS

The Executive and Leaders of Caloundra Christian College are required to align with our Leadership Competency Model. This identifies the personal qualities and interpersonal skills that our leaders endeavour to exhibit within their roles.

Our Leadership Model focuses on being mission-minded and vision-focused and is based on the following four competencies:

- Remain Relational
- Develop Self and Others
- Lead Creative Improvement
- Pursue and Model Spiritual Growth

The copy of the Leadership Competency Model with criteria is available at the end of this document.

KEY RESPONSIBILITIES

Leadership

- Lead others with a servant heart seeking to model professional learning, quality teaching practices and a willingness to learn.
- Model exemplary pedagogical practices and influence others to do the same.
- Ensure teachers are empowered to meet the College vision and mission.

Facilitate purposeful and engaging curriculum and assessment

- Oversee curriculum and assessment documentation and teacher planning for all Mathematics, Science and Technology subjects in Years 7 - 12, fulfilling QCAA standards and demonstrating a Christian worldview.
- Support the development of STEM based integrated projects in Years 7 - 9.
- Develop assessment practices that focus on student growth and development providing effective and continuous feedback for students.
- Maintain appropriate standards and uniformity across classes studying the same subject, consistent with Queensland curriculum.
- Contribute to the development of online learning resources and assessment on the College's learning management system.
- Foster the use of technology in learning through STEM subjects and beyond.
- Mentor and assist new teachers in understanding and implementing STEM subject courses.

Facilitate and foster student engagement and achievement

- Lead teachers in the practice of pedagogies that foster active engagement in authentic, purposeful learning that capitalises on and meets the diverse needs of all students.
- Maintain a formal and informal presence throughout Secondary STEM lessons.
- Cultivate suitable student enrichment opportunities both inside and outside the College to foster STEM within the College learning culture.
- Ensure that College assessment and planning expectations and policies are being met within the STEM teaching team.
- Lead professional learning opportunities that promote modern, researched, and databased teaching practices in line with the College philosophy of education.
- Participate in the instructional coaching program where possible.
- Be responsible for the physical environment of the KLA faculty, including the WHS audit.

Policy and strategic development

- Actively share ideas and perspectives to the wider professional community.
- Contribute as an integral part of the Secondary Teach and Learn Team.
- Participate where required in Whole College strategic planning that incorporate STEM.
- Collect and analyse student data and implement responsive strategies to improve the outcome of students in STEM subjects.

Manage resources

- Manage, maintain, and develop modern STEM resources for use inside and outside lessons.
- Prepare and manage STEM budgets in consultation with the Director of Studies, Business Manager and Principal.
- Develop resource plans and schedules.

Building and maintain productive, professional relationships

- Develop, maintain, and strengthen partnerships with others inside or outside of the learning community, who can provide information, assistance, and support in fostering STEM.
- Liaise with HoD's or KLA coordinators to develop integration between faculties and across the P – 12 scope of the College's curriculum.

- Participate as an integral member of the Teach and Learn Team.
- Liaise with the Independent Learning Centre and teachers to identify and provide for children with special needs in STEM classes.
- Conduct regular faculty meetings, fostering a productive, professional learning culture based on empowerment and trust.
- Ensure open communication with other leaders, including the Principal.

Acknowledgement

Whilst the primary responsibilities of the position are articulated, it is expected that the successful applicant will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a representative of Caloundra Christian College.

This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the College.

Other responsibilities, in negotiation with the Principal, may include being available to be on duty during school holidays for tasks as requested.

OUR LEADERSHIP MODEL



MISSION

To provide quality, Christ-centred education - strong foundations for Life and Learning.

VISION

Together, creating an authentic learning community where student's and staff flourish with Christ at the helm.



CORE BELIEF

Each child is unique and created in God's image.

AITSL

Requirements and Professional Practices



A CalCC Leader

Remains Relational (Communicate, Compassion)

1. Actively listens & communicates
2. Focuses on outcomes not faults
3. Trusts & is trustworthy
4. Creates an ethos of respect, safety & unity
5. Makes decisions consultatively
6. Is visible & accessible

Pursues and Models Spiritual Maturity (Faith, Integrity)

1. Acts with integrity
2. Shows a reliance on God's wisdom & grace
3. Is grounded in God's word
4. Demonstrates the fruit of the spirit
5. Is actively involved in a church
6. Admits mistakes & demonstrates forgiveness
7. Fosters spiritual growth in self & others

Leads Creative Improvement (Create, Courage, Improve, Question)

1. Leads intentionally & strategically
2. Plans for success
3. Is student-focused
4. Is informed by data & research
5. Is innovative and adaptable
6. Reflects on & evaluates goals, actions & outcomes

Develops Self and Others (Improve, Courage, Communicate)

1. Sets high standards/goals
2. Takes initiative & follows through
3. Gives & seeks feedback
4. Models & facilitates professional learning
5. Promotes networking & collaboration

