



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Head of Physics
Position Status:	5 year fixed-term Position of Responsibility, with option for review and reappointment. Time release of 3 periods per cycle (0.07 FTE). Ongoing Teacher appointment.
Classification:	This position receives a Responsibility Allowance in accordance with the Presbyterian Ladies' College Teachers Agreement 2019-2021
Reports to:	Head of Science. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The Head of Physics oversees the curriculum for Years 7 to 12 Physics, including VCE and IB subjects.

The Head of Physics is expected to display leadership in curriculum development and pedagogy, with particular focus on the disciplines within the physics department across Years 7–12 and to promote creative, innovative thinking among colleagues. The Head of Physics is also expected to manage both the teaching staff and the curriculum implementation needs of the physics department (documentation, resources, compliance procedures, processes that improve student achievement).

This role reports to the Head of Science for the review, development and implementation of curriculum, for the quality of teaching and learning within the department area, including student progress. This position also liaises closely with the College staff development team and College teaching and learning leaders and coordinators.

The Head of Physics works with the Deputy Principal (Curriculum, Learning and Administration) to bring vision, professional leadership and management skills to their department.

Key Responsibilities:

- coordination of the delivery of the Years 11 and 12 Physics curriculum, both for the Victorian Certificate of Education (VCE) and the International Baccalaureate (IB)
- coordination of the team of Physics teachers and a Laboratory Technician to deliver a rigorous and engaging curriculum that meets with the current program specifications, and plans ahead for any future changes, and is up-to-date with contemporary teaching practices and technologies
- encouraging the use of information technology and digital resources, including data logging and the Wyse learning management system in the teaching of Physics, when appropriate
- overseeing the sharing and storage of teaching resources on Google Drive and Wyse
- working with the Physics Laboratory Technician to maintain and update equipment
- scheduling regular meetings of members of the Physics Department and keeping records of discussions and decisions
- working with the Physics Laboratory Technician to promote and coordinate student involvement in competitions and associated activities including the National Physics Quiz and Titration Stakes
- ensuring that class work is set when a member of the Physics Department is absent
- keeping up to date with current research, issues and career opportunities relevant to the Senior Physics curriculum
- keeping abreast of relevant external and internal professional development opportunities and encouraging staff to participate as appropriate
- guiding and mentoring Physics staff through the Professional Learning processes
- encouraging a collaborative culture of reading and discussion among the Physics staff including mentoring of new staff
- advising the Head of Science with regard to the needs of the Physics Department in staffing, budget and curriculum issues
- overseeing the management of the Physics Laboratories, displays and preparation area
- knowing and observing legal requirements that relate to areas such as Occupational Health and Safety and the use of hazardous chemicals
- ensuring that risk assessments are completed via RiskAssess prior to the use of any chemicals, potentially hazardous materials and equipment by teachers and the Laboratory Technician
- supporting and contributing to the development of Physics in the General Science curriculum
- making recommendations to the Head of Science on the appointment of new staff, both temporary and permanent
- making recommendations to the Head of Science on teaching allocations. These recommendations would be based on information gathered in discussions with Physics Department staff
- overseeing the assessment and moderation of student work including VCE school assessed coursework and IB internal assessments

Head of Subject

In a large department, such as Science, the responsibilities detailed below will be shared between the Head of Science and Heads of Subjects who will develop agreed guidelines for the sharing of responsibilities. The Head of Science retains overall responsibility for the effective functioning of the whole department.

Head of Department responsibilities and accountabilities:

Examples of duties include but are not limited to:

Leadership

- contributing to the development and implementation of strategies, processes, activities and events that ensure College-wide alignment of all aspects of curriculum for the Department
- maintenance by the department of high levels of expectation and standards of teaching and learning, assessment and reporting
- participating in College processes to select, appoint and deploy Physics staff
- assisting in the ongoing development and performance reviews of Physics staff
- implementing the Staff Development program in line with College priorities and Department needs
- leading and managing teachers in a manner to ensure the cohesive functioning of the Department as a professional learning team
- ensuring appropriate induction and mentoring of new staff into Departmental protocols
- providing mentoring to individual department staff as appropriate to facilitate their professional growth and efficiency
- planning and running of Physics meetings and professional learning sessions for the Department

Management

- ensuring compliance with all College policies
- ensuring Department compliance with the requirements of the VCAA, IB and ACARA in relation to implementation of VCE, IB and the Australian Curriculum
- overseeing the management of the Physics budget, resources, facilities and/or equipment
- taking a lead role in promoting and supporting students, staff and visitor safety and well-being, anticipating and responding accordingly to potential risks
- demonstrating full awareness of Occupational Health and Safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- being familiar with emergency procedures and being ready to implement them if necessary
- demonstrating a high level of administrative, communication and organisational skills to ensure the effective operation of the Physics Team

Written Curriculum

- collaborating with the IB, VCE and Years 7-10 Learning Coordinators with respect to overall curriculum review and development strategy
- overseeing of ongoing review and currency of the Physics curriculum

Teaching and Learning

- providing support and guidance to staff in regards to teaching practices and student needs
- initiating and leading activities that focus on enhancing learning for all students
- promoting an inclusive learning environment that meets the diverse needs of students
- working with wellbeing leadership teams, as well as Learning Enhancement, to monitor student progress and, where necessary, implement structures for students who require additional support

- keeping abreast of and sharing current research and developments regarding effective pedagogies relevant to Physics

Other Duties

- as directed by the Head of Science including where necessary assistance to other Senior Executive members
- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events
- participate in co-curricular programs and outdoor education, attending a week-long (five day) camp each year
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committees

Knowledge, Skills and Experience:

- an expert teacher in Physics with significant experience and demonstrated success in teaching Physics at Years 11 and 12
- highly developed communication skills and be able to work effectively and collegially with staff
- dedicated to the success and enjoyment of students in their Physics studies in the context of their broader education and development
- a leader and role model as a Physics teacher, to students, the Physics Department and the Science Department as a whole
- an advocate for the Physics program and able to speak knowledgeably to parents and students about the operations of the program
- timely and effective decision maker who ensures the smooth running of the Department
- a positive, trusted and respected role model for staff within the department
- focused on building a culture of collegiality and professionalism within the Department
- leader, mentor and guide for staff to achieve their optimal performance
- excellent communicator with students, parents and staff
- strong organisational skills and administrative capability
- a proactive approach to the effective pastoral care of students
- passionate and enthusiastic for the teaching and learning of Physics
- plan and implement well-structured learning and teaching programs that engage students and promote learning
- outstanding classroom teaching skills and a capacity to set explicit, challenging and achievable learning goals for all students
- contribute to a team of highly accomplished teachers of Physics, particularly in the context of planning units of work and related assessments
- contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- positive and proactive approach to students, peers, parents and members of the wider community

Key Attributes:

- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to continual upgrade of personal skills and qualifications
- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- committed to striving for continuous improvement and achieving exceptional outcomes
- demonstrates high levels of confidentiality, trust, credibility and honesty
- demonstrates a respect for and acceptance of difference in students, parents and staff
- displays empathy, enthusiasm, commitment and is highly motivated
- possesses a strong work ethic
- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- is flexible and has an ability to adapt and operate effectively in a challenging and changing environment

Qualifications / Registrations / Certifications:

- Current Victorian Institute of Teaching (VIT) registration
- Relevant teaching qualification

Key Relationships:

- Science Department
- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways

- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

Mrs Cheryl Penberthy

Principal

July 2022

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.