BROUGHTON
ANGLICAN COLLEGE

LIFE THROUGH CHRIST

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Employment

POSITION PROFILE

HEAD OF TECHNOLOGY
Permanant Full-time Position

Life through Christ.

Connect. Create. Celebrate.

HEAD OF TECHNOLOGY (Senior School 7-12)
Permanent Full-time Position

Broughton Anglican College is a leading Pre Kinder to Year 12 Christian school in the Macarthur region and provides exceptional educational opportunities to more than 1,100 students. Staff enjoy an innovative teaching environment with supportive peers, students and parents.

The College values dedicated staff who are committed to modelling and supporting the College motto of 'Life Through Christ'.

Broughton Anglican College is dedicated to providing an excellent Christian education within a learning community where every student is known and valued.

The Role

Broughton is seeking an outstanding and experienced educator with a passion for all technology subjects to take on the role of Head of Technology.

This position is a full-time permanent position commencing at the beginning of the Term 3 2022.

The Head of Technology is a member of the Senior School Management Team working to ensure their Faculty Team is given appropriate training and support in the various subjects within the Faculty area and in the development of Intervention and Enrichment Programs as appropriate in Gifted and Talented, Learning Support, Information Services, Christian Ministry and Curriculum.

The Head of Technology will be responsible to the Head of College through supervision by the Head of the Senior School.

As the College is a child safe organisation, the successful candidate will be required to provide a NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to teach in NSW schools.

The successful candidate is expected to provide evidence that they are a financial member of the NSW Education Standards Authority (NESA) and that their accreditation is current.
The successful candidate should hold or be willing to obtain a current First Aid certificate.

Core Values

Applicants for the position of Head of Technology must demonstrate at a minimum that they:
- are a committed Christian, who is active in the life of a Bible-based church
- support the College's vision of holistic Christian education
- conduct themselves in a manner in keeping with the College ethos and Code of Conduct at all times, modelling maturity in leadership to the College community

- have the ability to lead the Technology Faculty to ensure that the College provides quality education across all relevant stages and subjects
- have exceptional communication and relational leadership and teaching skills
- have knowledge of relevant compliance requirements in schools

Core Responsibilities

The Head of Technology will:

- lead the development of effective and innovative education practices and programs for the Faculty, reflecting the Christian ethos of the College
- lead the Technology staff for effective implementation of College protocols and strategies, resulting in a high standard of outcomes for all students
- manage all curriculum requirements for the Faculty, ensuring all compliance requirements are met and College protocols are followed
- manage student issues using a positive behaviour framework and implementing College protocols
- manage the administration of the Faculty, including the documentation for the Faculty, safety of staff and students, Faculty budget, Faculty processes, allocation of staff roles / classes and ensuring compliance and accountability requirements are met.

Leading Learning and Innovation

The Head of Technology will:

- develop, implement and review authentic Christian education practices in the Faculty
- ensure an effective curriculum and cocurricular program is implemented across the Senior School to engage all students in Technology subjects and produce a high standard of outcomes for all students
- establish a culture of collaboration and sharing in the Faculty
- lead, develop, implement and review Faculty strategic goals for improvement annually
- continue with ongoing personal and professional development of each Faculty member, including self, to maintain exposure to new ideas, practices and research in teaching and learning
- monitor and review the quality of teaching and learning across the Technology Faculty through student surveys, analysis of results, lesson observations and viewing student work samples
- provide effective feedback and mentoring to ensure consistent high impact teaching practices and effective assessment practices are implemented across the Faculty.

Lead the Technology Staff:

The Head of Technology will:

- develop and implement an appropriate Induction Program for new teachers in the Faculty, including ongoing mentoring

- take on the role of Accreditation Supervisor and assist staff to achieve and / or maintain their Proficient accreditation with NESA, encourage and support staff to achieve the higher levels of accreditation with NESA or Experienced Teacher with AISNSW
- mentor staff, including through developing individual professional development plans
- use a combination of student surveys, analysis of results, lessons observations and other observation of staff work to complete annual performance reviews of Technology staff members
- lead regular Faculty meetings to coordinate and collaborate the Faculty, ensuring the effective operation of the Faculty
- represent the Faculty to the Curriculum / Management Team, Director of Teaching and Head of the Senior School.

Managing Curriculum

The Head of Technology will:

- be responsible for all curriculum aspects across all subjects within the Faculty
- oversee the development, implementation and evaluation of quality teaching programs, assessment tasks and student reports
- ensure all aspects of curriculum meet the requirements determined by internal protocols and external (NESA) organisations, including VET requirements as relevant.

Managing Students

The Head of Technology will:

- encourage students through developing systems of positive encouragement, using student house points, merits, sharing student work / success in College newsletters and communication with parents.
- implement College protocols and the College's positive behaviour framework to respond to academic or behaviour issues relating to Technology classes.

Administration of the Technology Faculty:

The Head of Technology will:

- actively promote the Technology Faculty and its subjects to students, parents and carers, including through the College newsletter and events such as Subject Selection
- provide oversight of the organisation and facilitation of their Faculty, including the implementation of all Policies and Protocols
- develop, review and update a Faculty Handbook, which describes the practices and procedures of the Faculty
- administer the Faculty's resources and budget
- develop and implement safe work procedures for staff and students in the Faculty, following all WHS internal and external requirements
- allocate staff to classes and roles within the Faculty.

Other Duties

The Head of Technology should be willing to undertake any other duties as determined by the Head of College, including:

- being assigned the role of Master of the Day (MOD), which oversees playground duties and incidents, one day per week

- being involved in cocurricular activities within the College

- being willing to attend at least one camp per year, if requested by the Head of the Senior School.

Work Health and Safety (WHS)

The Head of Technology teacher will:

- take responsibility for ensuring compliance, as outlined by the relevant authorities and legislation, in their Faculty teaching and learning spaces

- take responsibility to report any concerns relating to the Work, Health and Safety of staff or students to their supervisor and the Chair of the WHS Committee

- have an awareness of matters relating to Work Health and Safety Legislation and its implementation

- undertake appropriate training to ensure safe work practices as required by the College

- take reasonable care for the health and safety of staff and students with whom they work

- cooperate with the College as necessary to ensure the College maintains a safe workplace

- notify the College of any matters of concern to ensure that it maintains a safe workplace.

Details of Employment

- This position is responsible to the Head of the Senior School and the Head of College.

- The Head of Technology will teach 35 fifty-minute periods across a two-week timetable and undertake other duties as determined by the Head of the Senior School or Head of College. Please note the number of teaching periods may change if required.

- The salary will reflect the salary that is appropriate for their training and accreditation plus a Coordinator 2 allowance under the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise 2021 Agreement.

- The Head of Technology positions is subject to an annual performance review under the College's Professional Performance Review Process.