



TRINITY

ANGLICAN COLLEGE

Albury • Wodonga

Head of Technology and Applied Studies (TAS)

Position Description

Position Objective

The Head of Technology and Applied Studies (TAS) is one of the Head of Department (HoD) positions at the College. As a leader within the department and member of the Heads of Departments Committee the Head of Technology and Applied Studies (TAS) is committed to the College's educational mission with respect to the particular programs and learning needs for students at each level.

The Head of Technology and Applied Studies (TAS) is responsible for providing strategic leadership in the content and continuity of learning experiences for students; the delivery of best quality programs, teaching and learning activities and the achievement of student outcomes from Years 7 -12. They encourage the facilitation of regular and meaningful dialogue about teaching practice, innovation and subject oriented professional development. The Head of Technology and Applied Studies (TAS) will be required to liaise with appropriate Junior School leaders and staff to address issues related to the provision of seamless learning experiences for students across the College.

Reports to: Dean of Teaching and Learning, Dean of Student and Staff wellbeing and Principal

Works with: Head of Junior School

Supports: Technology and Applied Studies (TAS) department teaching (including Mandatory Technology, Food Technology, Industrial Technology, Information Technology, Design & Technology, Engineering Studies) and non-teaching/support staff

Requirements

- A commitment to the Anglican ethos of the College.
- Demonstrates a passion and commitment to the vision and mission of Trinity Anglican College – a member school of the Anglican Schools Commission.
- Comply with all Child Protection Legislation.
- Comply with the College Code of Conduct.
- Positively promoting the College, both within the School and in the wider community
- Maintaining confidentiality about students, staff and College business
- Responding promptly to parent or student concerns
- Supporting the College co-curricular activities, House competitions and cultural programs, as appropriate
- Participating in co-curricular activities including camps, excursions and retreats as required
- Fulfilling all duties as determined by the Principal

Demonstrate leadership in curriculum design, implementation, assessment and reporting by:

- Meeting record keeping, reporting and student profiling expectations and deadlines
- Ensuring appropriate curriculum documents are maintained (including academic programs, scope and sequences, assessment schedules and HSC student documents)
- Maintaining and completing NESA requirements for Technology and Applied Studies (TAS) at the HSC level including Design & Technology Major Design Projects
- Liaising with the Dean of Teaching and Learning to ensure all appropriate documentation is available for Registration and Accreditation
- Checking, monitoring and giving feedback on student reports by staff within the department
- Providing appropriate information for parents at Information Evenings and in Course Information booklets
- Recording and liaising with the Dean of Teaching and Learning concerning students failing to meet assessment deadlines
- Writing and checking appropriateness of student examinations and other assessment tasks
- Ensuring senior students receive assessment task criteria sheets and marking criteria sheets
- Ensuring all deadlines set for programming, assessment and reporting are met by members of the department
- Developing, implementing and maintaining relevant resources for the teaching of the subject
- Developing, maintaining and reviewing the Department Handbook
- Establishing practices of regular review of programs and resources
- Liaising with the Dean of Teaching and Learning and Business Manager about requests for non-tuition costs and re-current and capital budget costs relevant to the department
- Managing purchases and resources for department including Trade Skills Centre, Kitchen and Garden areas

Demonstrate the use of effective Teaching and Learning practices by:

- Engendering in students a love of learning
- Developing in students 21st Century skills including the ability to think creatively and critically
- Maintaining a teaching focus on excellence in student learning outcomes
- Catering for different student learning styles and stages of development, including appropriate adjustments required in consultation with the Tutorial Centre
- Integrating technology and the use of LMS (Seqta) into the Department's classroom teaching practices as appropriate
- Employing effective classroom management strategies
- Leading the development of improved pedagogy for colleagues working within the Department
- Supporting the College strategic plan in developments in STEAM

Support the school Code of Conduct and Behaviour Management program by:

- Applying a care-based, solution-focused approach to managing student issues in consultation with parents as appropriate
- Keeping the Head of Department and Head of House informed of significant student issues that occur within classes and activities
- Being alert to and acting upon instances endangering student safety
- Being punctual and diligent in classroom, playground and other supervisory duties

- Being courteous, firm, consistent and fair in dealings with students
- Responding appropriately to breaches of the College's behaviour management and uniform policies
- Organising and supervising Department detentions, when appropriate

Establish supportive and positive relationships with students and provide quality pastoral care by:

- Modeling exemplary behaviour reflective of the values and ethos of the College
- Leading and supporting students' academic, pastoral and spiritual needs in the roles of classroom teacher and House Mentor
- Participating in the development, implementation and regular review of the College pastoral care program

Demonstrate commitment to Professional Growth and Development by:

- Maintaining and enhancing a deep understanding of how students develop and learn
- Maintaining and continuously improving subject discipline knowledge, skills and pedagogy
- Maintaining awareness of trends, educational research and data informed practice in Technology and STEAM.

Involvement in the Life of the College

- Attendance at staff meetings, Chapel and other College events, when required and as directed.
- Involvement in College activities and relevant functions.
- Support of staff.

Experience and Qualification

It is anticipated that the Head of Technology and Applied Studies (TAS) would have all or some of the following experiences or qualifications:

- Teaching qualifications and experience; post-graduate study in Technology and Applied Studies (TAS) or Education is desirable
- Experience in teaching Technology and Applied Studies (TAS) to a wide variety of Year groups, including HSC and Mandatory Technology
- Experience in a Christian Independent School setting and a willingness to support and contribute to the Christian ethos and values of Trinity Anglican College
- Attendance at appropriate professional development activities relating to teaching
- Experience and knowledge of current practices in STEAM education and trends
- Awareness of new NESAs syllabus documents in Technology and Applied Studies (TAS)

Key Selection Criteria

The key selection criteria that will be used to select academic staff and must be addressed in the application are:

- Understanding of and demonstrated commitment to the Christian philosophy and ethos of education
- Demonstrated ability to safeguarding and protecting the safety, welfare and wellbeing of children and young people including WHS requirements in a school setting in practical environments
- Qualifications and experience in teaching Technology and Applied Studies (TAS) including senior students
- Demonstrated ability to plan, implement and review academic programs
- Demonstrated commitment to investing in your own professional learning in current research about pedagogy, curriculum and student learning.
- Demonstrated ability to work positively with staff and parents of the College

Additional Information

Terms and Conditions of employment will be in accordance with the National Employment Standards and the *Independent Schools NSW Standards Model (Teachers) Multi Enterprise Agreement 2017*. Remuneration will be determined by the Principal according to qualifications and experience.

Duties as set out in this Position Description can be amended at any time at the discretion of the Principal.

Statement of Commitment to Child Safety

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.