Leading Teacher of Science

St Virgil’s College is a Grade 3 to Year 10 school for boys, founded in 1911 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

The St Virgil’s Junior School (Grade 3 to 6) is located in Patrick Street, Hobart, adjacent to St Mary’s Cathedral. The secondary campus (Grade 7 to 10) has approximately 570 students and is situated on an expansive property at Austins Ferry.

**Job Title:** Leading Teacher of Science

**Reports To:** Director of Learning and Teaching

**Job Summary**

The Leading Teacher of Science is responsible for leading the development, implementation and review of all programmes from Grades 7 to 10 within their designated learning areas. The College has a strong focus upon the further development and delivery of engaging curriculum and accompanying assessment and reporting protocols in line with the requirements Australian Curriculum.

Leading Teachers will meet regularly with the Deputy Principal and Director of Learning and Teaching and will provide strategic information and materials through the Learning Team. They will also take responsibility for ensuring curriculum material within their learning area is available to students, parent and staff through the Student Learning Management system, SIMON for Schools. Leading Teachers will play a key role in ensuring the College remains compliant with curriculum areas of the School Registration process.

The Leading Teacher of Science is also responsible for the maintenance of the Hamilton Wing Science Rooms, specifically the proper maintenance of rooms and science equipment and supplies and the line management of the Lab Technician.
Duties and Responsibilities

The Leading Teacher of Science will be expected to discharge the following duties and responsibilities:

- Convene and conduct meetings of Department.
- Participate in, and advise in the preparation of Courses of Study (content and processes) with department members and finalise Australian Curriculum documentation with Director of Learning and Teaching.
- Ensure that course descriptions conform to the curriculum policies and practices of the College, and that science staff teach within the guidelines of the course description.
- Ensure all course materials are available to students, teachers and parents (as appropriate), via the College’s Learning Management System.
- Advise teachers on appropriate content and methodology within the subject area and ensure they are teaching in line with prescribed curriculum.
- Collaborate and advise on all aspects of assessment procedures and work requirements with department members in keeping with College Curriculum guidelines.
- Liaise with the Director of Learning and Teaching to ensure reporting format is consistent with College, Australian Curriculum and/or CET requirements.
- Ensure Department members are aware of assessment and reporting procedures and meet published timelines for reporting process.
- Conduct moderation and other procedures to ensure that assessment and reporting is high quality, fair and consistent across the Department.
- Prepare and submit Department budget in consultation with the Business Manager.
- Ensure that budget monies are used appropriately within the Department and give approvals for expenditure.
- Ensure that the Department prepares and offers a selection of elective subjects that cater for student pathways and interests.
- Meet with the Director of Learning and Teaching on a regular basis to discuss matters relevant to the Department.
- Attend meetings of Leading Teachers as convened by the Director of Learning and Teaching.
- Identify appropriate professional learning activities for Department staff and foster a professional learning culture within the Department.
- Encourage and ensure that Department members who attend professional learning activities report back to the Department to share professional learnings.
- Attend meetings of Leading Teachers as convened by the Director of Learning and Teaching.
- Assist the Director of Teacher Performance in conducting review meetings with members of the Department as part of the College’s Teacher Performance and Development framework.
- Assist staff in developing a professional learning plan in consultation with the Director of Learning and Teaching and Director of Teacher Performance.
- Under guidance from the Director of Learning and Teaching regularly conduct a curriculum audit and make changes as appropriate.
- Teach classes within the Department and possibly other areas of the College from Grade 7 to 10.
- Liaise with the Director of i-Learning and/or e-Learning Coordinator to identify opportunities to utilise technologies within the curriculum, focusing in particular on the use of ICT to maximise student learning;
- Manage the College’s science facilities, equipment and supplies in line with relevant OH&S and other relevant legislative guidelines.
- Undertake line management of the College’s Lab Technician to ensure all duties are performed in an efficient and thorough manner in line with all legislative and best practice requirements.
- Be aware of curriculum issues and new directions pertinent to the use of learning technologies.
- Provide the Director of Development with basic details of newsworthy events that can be incorporated into a media release.
- Provide subject specific advice/resource support to the Junior School Curriculum Coordinator if requested and practical to do so.
- Prepare an annual learning area report for the College year book – The Virgilian.
- Other tasks as directed by the Director of Learning and Teaching.

**Experience and Qualifications**

It is anticipated that the Leading Teacher of Science would have the following:

- Qualifications and relevant leadership experience;
- Experience teaching in the subject area with an emphasis on innovative and engaging classroom teaching and curriculum development;
- Experience and understanding of the learning needs of boys; and
- Understanding of a secondary Catholic educational learning environment.

**Support Staff**

The Leading Teacher of Science will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Business Manager
- Director of Learning and Teaching
- Director of Teacher Performance
- Director of i-Learning
- Lab Technician
- Department members
- Leading Teachers
Remuneration

The Leading Teacher is a Level 2 Position of Responsibility role in accordance with the St Virgil’s College Catholic Schools Award 2009.

Tenure

The Leading Teacher is a position of leadership for the period 2013-2015. The initial period of appointment will be one year to bring the role into the three year leadership cycle. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Deputy Principal and Director of Learning and Teaching.

Key Selection Criteria

The Key Selection Criteria that will be used to select the Leading Teacher of Science are:

1. Demonstrated understanding and respect for the Catholic educational philosophy of St Virgil’s College.
2. Demonstrated ability to successfully develop innovative curriculum initiatives that enhance educational outcomes for boys within the science faculty area.
3. Demonstrated ability and enthusiasm for leading an integrated team of teachers.
4. Demonstrated understanding of the major educational issues impacting upon boys.

Application Procedure

Applications addressing the key selection criteria for the position of Leading Teacher of Science should be submitted to the Principal, Mr Damian Messer. Applications close on Monday November 24 2014. Please also include a cover letter and CV with details of three professional referees.

Applications to:

Mr Damian Messer
Principal
St Virgil’s College
195 Main Rd
AUSTINS FERRY, 7011
dmesser@stvirgils.tas.edu.au