



JOB DESCRIPTION

Date	August 2026
Position Title	Head of Department
Reports to	Director of Teaching and Learning / Headmaster

Summary

The position of Head of Department will provide inspiring leadership in the teaching, learning and assessment process and in curriculum development and implementation of their respective subject area.

The Head of Department will:

- be an outstanding, highly informed educational leader and classroom practitioner
- be an effective team leader who guides and inspires teachers in the Department to set and achieve the highest professional and learning goals
- take responsibility for maintaining appropriate and challenging standards for all students, whatever their ability, and in accordance with the School's commitment to academic excellence and inclusive education
- contribute in a strategic and constructive manner to committees of the School as required
- ensure the School's educational vision, strategic intent, policies and procedures are reflected in the Department's practices and drive the Department's future planning
- provide effective administration and management to ensure all aspects of the Department's work operate efficiently to maximise teaching and learning outcomes
- maintain the ethos of the School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.

Responsibilities

The Head of Department will provide outstanding leadership for members of the Department by:

- ensuring the Department has a clear vision and direction
- creating a positive, energetic, enthusiastic and committed team who are aligned in achieving the Department's direction
- providing mentoring, advice and support for all members of the department
- enabling a collaborative and safe environment welcoming of innovation and change
- engendering a culture of professionalism, positive working relationships and continuous development in teaching and learning within the department
- possessing self-motivation and engendering commitment to continual self-development through professional learning.

The Head of Department will provide exceptional leadership in teaching, student learning and assessment, and in curriculum development and implementation by:

- demonstrating subject expertise and a passion for teaching and learning in their subject area
- ensuring that the curriculum conforms to state and federal requirements in all respects, delivering appropriate courses for all students Years 7 – 12
- ensuring implementation of appropriate curriculum and pedagogical developments in the subject area, across Years 7 – 12
- promoting a culture of innovation and engaging, relevant and highly effective teaching practices
- ensuring processes of assessment and feedback within the Department are timely and relevant
- promoting the appropriate use of technology to enhance student learning across Years 7 – 12
- using data effectively to improve outcomes through the review of student performance and departmental teaching and assessment practices
- ensuring appropriately challenging standards for all students are set and maintained.

The Head of Department will lead a team that enables every student to flourish providing flexibility and differentiation according to individual student learning needs by:

- creating and maintaining a culture which ensures that each student's learning environment is safe, supportive and conducive to good learning
- maintaining a lively programme of support, enrichment, creative and extension activities to augment students' educational experience, including tutorials and special programmes, excursions and/or incursions, where appropriate
- ensuring the School's commitment to inclusive education is reflected in the Department's practices to nurture students with exceptional ability as well as students requiring learning support
- being responsible for helping teachers to understand how they can best contribute to the wellbeing of the students they teach
- ensuring that they and the Department members always act in a manner that supports the School's values, ethos and Anglican heritage
- always working in accordance with the School's Child Safety, Mandatory Reporting, Child Protection and Student Behaviour Management Policies and Procedures, and Staff Code of Conduct, Staff Code of Ethics, and Critical Incident Management Guidelines.

The Head of Department's leadership will model alignment with the School's educational vision, strategic intent, policies and procedures by:

- ensuring that Department practices align with relevant School policies such as the Curriculum Policy, the Assessment and Reporting Policy, the Homework Policy, and the procedures about Notifications of Concern
- supporting and modelling the School's philosophy of teaching and learning.

The Head of Department will provide effective management and administration of the Department, including but not limited to the following:

- attending and contributing effectively to Heads of Departments meetings and ensuring transparent, free-flowing, prompt communication to and from the Department
- ensuring that records, resources and the department budget and Art collection are well managed and maintained and that the department office and classrooms provide a well organised, safe and welcoming environment for teaching and learning
- Liaising with the Fine Art Committee to manage our external links with the Art community and leveraging those links to improve engagement, appreciation and Art learning for boys.
- taking responsibility for the student reporting process, contributing effectively to timetable planning and decisions regarding staffing and professional learning, in accordance with the School's requirements
- preparing a comprehensive, annual department report for submission to the Headmaster to reflect on the year in review and to indicate forward planning
- demonstrating an awareness of all emergency management procedures in their work area.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- promote the safety and wellbeing of children and young people
- ensure your interactions with children and young people are positive and safe
- provide appropriate support and supervision of children and young people in your care
- act as a positive role model for children and young people
- participate in regular performance management and professional learning linked to our Codes of Ethics and Staff Code of Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- maintain an up to date and valid Working with Children Check
- if appropriate, meet professional standards for teachers and maintain teacher registration and,
- report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

Qualifications and Experience

The Head of Department should possess either a degree in their relevant subject area or an Education degree from a recognised University, or its equivalent, and be eligible to teach within Western Australia. Heads of Departments, as is the case with other teachers, perform their duties under the overall direction of the Headmaster. In addition, they work closely with the School Executive and under their general supervision.