

## Role Description

## Head of Department, Student Services

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

20741

Content Manager No.

20/578322

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**Stream 2, Level 1, Teaching in State Education Award – State 2016**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

The Head of Department, Student Services will:

- Focus on initiatives to support the educational outcomes for students.
- Incorporate the vision of Early Childhood and State Schools Division into school planning.
- Develop the quality of teaching and learning.
- Nurture positive relationships between students, teachers and community.

The Head of Department is accountable to and under the direction of the school Principal or delegate.

### Your role

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Provide leadership and guidance for the implementation of innovative measures aimed at improving student learning outcomes and attendance in schools where a significant percentage of students may have a disadvantaged background, ensuring quality learning outcomes for all students.
- Where requested, prepare all data returns for the Principal.
- Provide management and engagement strategies including induction activities of new arrivals, and advise on specific academic, social and emotional needs of new arrivals.
- Monitor students' individual performance and behaviour and develop and implement intervention strategies where necessary.
- Communicate and work with parents, staff, higher education institutes and State Schools Division to develop strategies to improve learning outcomes, student achievements and attendance.



- Work with and provide tools for the school leadership team, Head of Departments, Year Level Coordinators, Guidance Officers and teachers to utilise in relation to student achievement and attendance.
- Develop and implement community engagement strategies and programs with other organisations, local businesses and not for profit organisations.
- Liaise with external agencies (for example, indigenous support agencies) to support new arrivals and their families through integrating them into the new environment, and incorporating the holistic needs of new students including academic, social and emotional.
- Embed socially just practices in daily school life through leadership in relation to student attendance and improved academic outcomes.
- Understand the legislation and policies that impact on schooling especially in relation to students and staff within the school.
- Manage the human, financial, facilities and curriculum resources of the school department to achieve goals.

**A mandatory requirement of this role is:**

- Current full registration, or current provisional registration with eligibility for full registration, as a teacher in Queensland. Information on registration requirements is available at [www.qct.edu.au](http://www.qct.edu.au) or on toll free 1300 720 944.

**How you will be assessed**

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated teaching competence and capacity to provide leadership leading to the achievement of quality and improved learning outcomes for all students.
2. Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community, including students and families from diverse backgrounds and community agencies.
3. Demonstrated capacity to use strategic thinking and analytical skills to contribute to educational outcomes at the school level.
4. Capacity to manage effectively human, financial and physical resources to deliver high quality organisational outcomes.
5. Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values.

Please note: The final criteria will be addressed through referee reports and elaborated on at interview. Do not write to this in your written application.

**Additional information**

- For further information refer to the Applicant Information Package and the conditions of employment for teachers.
- This role description works in conjunction with the Candidate Information Package.
- For further information regarding applying for teaching positions, refer to the Department of Education's teacher employment information at <https://teach.qld.gov.au/apply-to-teach/submit-your-application>