



Job Description

Position

Head of Philosophy and Religious Studies

Reporting to

The Headmaster, through the Deputy Headmaster/Head of Senior School

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Purpose of the Role

The Head of Faculty - Philosophy and Religious Studies is primarily responsible for teaching Philosophy and Religious Studies and leads the members of the Faculty to develop the Philosophy and Religious Studies programme within the framework of the aims and strategic goals of Melbourne Grammar School.

As a subject teacher, the role is responsible for teaching VCE Philosophy, as well as Philosophy and Religious Studies at Years 9 and 10, whilst directing to maximise their individual growth in a challenging and caring environment.

This position is ongoing, full-time, commencing at the beginning of Term 1, 2017.

Key Internal Contacts

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| Headmaster | Deputy Headmaster/Head of Senior School |
| Director of Learning and Research | Head of Teaching and Learning (Senior School) |
| Director of Sport | Head of House |
| Senior Chaplain | Other Teaching staff |

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role. The Head of Faculty role has significant leadership and operational management aspects in the Senior School. The role also acts to liaise with subject specialists in other parts of the school with a view to ensuring effective communication and transition between campuses.

There are two strands to the role – Leadership and Management.

Leadership

- Engender love for the subjects within the Philosophy and Religious Studies Faculty (staff and students).
- Demonstrate a mastery of subject content and skills.
- Nurture an academic culture
- Articulate and protect a vision and strategic plan for the Philosophy and Religious Studies Faculty. Where appropriate, this may involve a liaison role with various Heads of Subject in other parts of the school.
- Nurture faculty growth through the growth of each of its members in the knowledge that the learning, the person, the substance and the style are all parts of the one.
- Encourage professional development of faculty staff.
- Encourage student love of learning and skills to become lifelong learners.



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Management

- Manage the Philosophy and Religious Studies Faculty teaching staff, including orientation, support and appraisal
- Liaise with the Head of Teaching and Learning in relation to all operational matters affecting the Philosophy and Religious Studies Faculty
- Liaise with the Director of Learning and Research in relation to strategic and innovative matters within the Philosophy and Religious Studies Faculty.
- Monitor and implement the annual operational plans developed from the School's strategy.
- Report to the Headmaster on strategic and operational initiatives for the Philosophy and Religious Studies Faculty.
- Facilitate appropriate consultation within the Philosophy and Religious Studies Faculty, including convening and chairing of regular faculty meetings
- Collaboratively plan courses, activities, excursions, field trips, resources, assessment and other relevant matters within the Philosophy and Religious Studies Faculty
- Establish, demonstrate and maintain standards of pedagogy, assessment and curriculum within the Philosophy and Religious Studies Faculty. This may involve working with Heads of Subject in other parts of the school to align expectations and ensure smooth academic transitions for students between campuses.
- Source, select, purchase and manage appropriate resources and facilities for Philosophy and Religious Studies in the Senior School
- Monitor and control the Philosophy and Religious Studies Faculty expenditure in the Senior School, adhering to the annual budgeted figures
- Lead and coordinate the implementation of the Philosophy and Religious Studies programmes in the Senior School. This includes liaising with the Chaplain at Wadhurst and the Chaplain at Grimwade House
- Ensure that student transition in Philosophy and Religious Studies works smoothly from Year 6 to Year 7 and Year 8 into Year 9.
- Communicate with staff, students and parents on issues relating to Senior School curriculum, assessment and the like
- Communicate with appropriate members of the Senior School Executive regarding staffing, allotments, timetabling of students and classes
- Represent the Philosophy and Religious Studies Faculty at Senior School Curriculum Board meetings
- Lead, participate, and encourage others, in regular externally provided and in-house professional development
- Discuss the GRaD departmental goals with the Senior School Philosophy and Religious Studies Faculty teaching staff
- Disseminate subject literature and other resources within the Philosophy and Religious Studies Faculty.
- Ensure that all compliance requirements placed upon the Philosophy and Religious Studies Faculty are met in full.

Subject Teacher

- Prepare for and conduct Philosophy and Religious Studies classes, as scheduled
- Utilise appropriate technology in the teaching and learning of Philosophy and Religious Studies, including use of student notebook computers or iPads
- Work in a team with other teachers of Philosophy and Religious Studies
- Contribute to curriculum development within the faculty, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Implement strategies for getting to know and following the progress of each student in a house tutorial group
- Become actively involved in all aspects of school life beyond the classroom, including sport, outdoor education and cultural activities
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.



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MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications

- Demonstrated love for teaching Years 9-12 and a passion for education
- Experience in teaching Philosophy and Religious Studies at a senior level, with experience in VCE Philosophy essential
- Proven capacity to improve student learning and promote academic excellence
- Clear understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Proactive contributions to wider school programmes
- Willingness to participate in educational change
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Effective conflict management skills
- The ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends as required
- Appropriate university degree with a major in Philosophy, Religious Studies or Theology
- VIT registration, or the ability to gain VIT registration, is essential.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.