



Mackay Christian College

'creating hope, building futures'

mackay christian college head of faculty

The role of Head of Faculty is a **composite one** consisting of a **curriculum** component, which oversees the development of Faculty curriculum and staff pedagogy consistent with L'RACE, and a **pastoral care** component, which oversees the development of positive College culture consistent with our CLEAR values and the College Standards of Conduct.

A Head of Faculty will usually **also** be responsible for one of two specific pastoral care roles in combination with the Head of Faculty role – these currently include **Year Level Coordinator** and **House Family Coordinator**.

The **Head of Faculty** role includes:

- ensuring curriculum is consistent with the vision and mission of the College, and the current strategic plan
- leadership within their curriculum area from P-12, ensuring curriculum is built upon the foundation of the College Christian Matrix Outcomes Statements as appropriate for each year level
- working cooperatively with the Directors of Studies, Secondary and Primary to develop a seamless curriculum
- meeting regularly with the Director of Secondary at Administration Team meetings
- responding appropriately to all Executive memos and requests
- developing Work Programs for each subject area and monitoring their implementation
- recommending professional learning opportunities for staff to Executive
- monitoring the academic progress of students in each subject area
- selecting texts and resources consistent with the CLEAR values of the College
- overseeing the Faculty Budget and monitoring adequate supplies of resources
- approving all assessment items and organising each semester's Assessment Calendar items
- ensuring all report card data is entered by the advised due dates and overseeing the editing of all Faculty report card data before printing occurs
- chairing regular Faculty meetings allowing both upwards and downwards passage of information, suggestions and questions
- encouraging innovative teaching strategies consistent with L'RACE pedagogy
- recognising individual staff needs and assisting staff to develop professionally
- assisting new staff to understand, embrace and implement the College vision, mission, CLEAR values and L'RACE pedagogy, especially first year teachers
- mentoring new staff to the College and ensuring that their induction process is completed throughout their first year of employment at the College by regularly discussing the Induction Checklist with new Faculty members

- approving all excursions and ensuring they are organised according to College policy
- bringing to the attention of the Director of Secondary any patterns of management by teachers which may need discussion, modification or training to comply with the College vision, mission, CLEAR values, LeRACE pedagogy and College policies
- Completing any other task relevant to College curriculum or pastoral care as directed by members of the College Executive

Pastoral Care Role 1 – Year Level Coordinator:

- overseeing an allocated Year Level and coordinating the activities of the Year Level House Family Group Teachers
- consistently applying College Standards of Conduct and ensuring Year Level staff are doing likewise
- giving consistent and appropriate consequences for students who choose unacceptable behaviour
- dealing with students who have been referred by staff for unacceptable behaviour
- overseeing Levels 5 – 2 of the pastoral care levels with the exclusion of Level 2 Card 2
- communicating academic and pastoral care concerns with parents where relevant or as directed by the Director of Secondary
- completing any other task relevant to College curriculum or pastoral care as directed by members of the College Executive
- providing feedback to staff about discipling strategies in line with College policies and procedures

Pastoral Care Role 2 – House Family Coordinator:

- supporting the Year Level Coordinator in fulfilling their pastoral care role
- facilitating weekly House Family meetings and House Family Chapel
- coordinating the input and responsibilities of the House Captains
- nurturing and developing House Family culture and spirit
- overseeing ongoing student concerns of a pastoral care nature
- assisting Year Level Coordinators with discipling issues referred by the YLC
- communicating and developing relationships with parents noting our goal to outreach to the community
- encouraging and modeling fair, friendly competition under-girded with a Godly heart attitude
- training and giving opportunities for student-elected House Captains to:
 - ❖ oversee House Family meetings
 - ❖ oversee House Events eg. Swimming Carnival, Athletics Carnival
 - ❖ encourage the participation of Senior mentors
 - ❖ facilitate House Chapel
 - ❖ oversee weekly litter parades (roll marking etc)
 - ❖ grow in their leadership skills