MIDDLE/SENIOR SCHOOL FACULTY LEADER ROLES

General Comments:
Geelong Lutheran College is a school of the Lutheran Church of Australia. Support of the values and ethos of the College, together with an understanding of our Christian environment is essential for all leadership roles and the mission of our college.

As part of our growth, Faculty Leader positions in the Middle and Senior Schools were created from the start of 2016. These Faculty Leader positions consist of an allowance and a teaching load, and they have been constructed on two-year cycles. They replace the existing arrangement whereby Middle and Senior School teachers have acted in lesser roles in an honorary capacity. It is anticipated that the time allowances for these roles will increase with the size of our college.

Faculty Leaders have a pivotal role (i) contributing to the development of the College as a faith community, (ii) collaborating in the promotion of Geelong Lutheran College as a centre of quality learning and teaching, and (iii) contributing to the effective leadership and administration of the College.

Faculty Leaders are appointed by the Head of School and are responsible to the Team Leader (MS/SS Curriculum) for all aspects of management, operations and coordination in relation to their positions as outlined in the role description.

The conditions associated with these roles are described later in this document. Remuneration is specified in the Enterprise Agreement (EA) though a time allowance is not specified. In future years it is most likely that there will be an increase in the time allowances as our college grows with a distinction made between larger and smaller faculties. In any case, the remuneration must be tied to the EA.

Appointed by: Head of School
Accountability: Ultimately to the Head of School via delegation to the Team Leader (MS/SS Curriculum) who reports to the Middle and Senior School Coordinators
Effective Date: 1st January 2017 – 31st December 2018

Role Description:
Faculty Leaders have responsibility for:
1. Contributing to the development of the College as a faith community
2. Collaborating in the promotion of Geelong Lutheran College as a centre of quality learning and teaching
3. Contributing to the effective leadership and administration of the College

Role Responsibilities and Specific Duties:
Faculty Leaders will:
1. Contribute to the development of the College as a faith community by …
   - Supporting and upholding the Christian ethos of Geelong Lutheran College;
   - Modelling best practice in Christian education;
2. Collaborate in the promotion of GLC as a centre of quality learning and teaching by …
   - Understanding and assisting with promulgating the College Teaching and Learning Charter (when developed);
   - Monitoring, reviewing, and assisting with the development of faculty programs including the development of semester unit plans;
   - Keeping abreast of the latest changes in VCAA/VQRA policy;
   - Coordinating/overseeing the development of specific programs and practices at year levels or across the College that promote improvement in student work ethic, academic rigour and engagement;
• Implementing and managing internal moderation processes for the faculty;
• Providing professional assistance and support to teachers in their faculty area; affirming and reviewing their teaching practice;
• Facilitating through the Team Leader (MS/SS Curriculum), appropriate professional learning for each staff member;
• Managing non-teaching staff attached to their faculty area;
• Ensuring that the learning needs of all students are catered for in the specific KLA’s /subjects.

3. Contribute to the effective leadership and administration of the College by …
• Developing and monitoring budgets in consultation with the Head of School and the Business Manager;
• Meeting regularly with the Team Leader (MS/SS Curriculum)
• Conducting regular meetings of their faculty and maintain accurate minutes of meetings.
• Being available for subject information nights and assisting in the subject selection process;
• Participating in mentoring programs for new members of staff;
• Assisting with the promotion of Geelong Lutheran College to the wider community.

Selection Criteria:
The successful applicant will …
• Support the Lutheran ethos;
• Be a “team-orientated” leader;
• Possess excellent communication, teaching, management and self-management skills;
• Be innovative, creative and able to use initiative;
• Have a strong understanding of his or her faculty area; and
• Demonstrate leadership capacity.

Conditions:
POR Level: Category D – Level 3 as per Enterprise Agreement
Time Allowance: An allocation of 2x70 minute periods per fortnightly cycle and the preparation time associated with these two periods.

STATEMENT OF COMMITMENT TO CHILD SAFETY
Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.