



Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school that provides a strong academic program within a warm, welcoming environment.

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## HEAD OF SCIENCE AD

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This is an exciting opportunity for an inspirational educator and outstanding Science teacher to lead our highly experienced department from Term 1 2025.

The successful applicant will have proven leadership and administration skills and be able to demonstrate a strong record of teaching success (Chemistry preferred) and an enthusiasm for technology integration and innovation in teaching practices. The position requires a person who can communicate effectively at all levels and who is able to inspire both students and staff.

We offer the experience of working in a supportive and successful school and department, small class sizes and an environment that provides quality facilities and resources, supported career pathway development opportunities and an above average salary package.

Please refer to the detailed position description below.

Applications, including detailed curriculum vitae, copies of qualifications and the names and contact details of three referees should be emailed to [recruit@ascham.nsw.edu.au](mailto:recruit@ascham.nsw.edu.au) no later than Friday 11 October 2024.

*Child Protection Legislation requires preferred applicants to provide a Working With Children Check clearance.*

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## Position Description

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Position title: Academic Head of Department

Reporting to: Director of Curriculum and Learning

### Position summary:

At Ascham, Heads of Department are the curriculum leaders responsible for developing and delivering academic programs through the Dalton Plan, supervision and mentoring of staff in their Department, administration of their department including annual management plans and budgets, and contributing to the life of the school.

### Duties and Responsibilities:

Heads of Department are responsible for:

#### Curriculum matters

- Overseeing the writing of Dalton assignments which includes the development of programmes, scope and sequences and curriculum materials before the commencement of each unit of work
  - Working collaboratively to bring about the best outcomes for students
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- Evaluating Dalton Assignments
  - Assurance that all courses within their remit are NESAs compliant
  - Maintain complete and accurate registration records for NESAs
  - Development of effective examination, testing and reporting procedures
  - Evaluation and implementation of emerging curriculum developments at school, state and national levels
  - Academic leadership of Sciences Stages 4 – 6 and iStem Stage 5.

#### Academic leadership to staff

- The setting and maintaining of professional goals and standards
- Encouraging the introduction of innovative teaching and assessment practices
- Encouraging exemplary teaching practices, including the integration of ICT
- Providing assistance and guidance to all members of the department
- Identifying and promoting appropriate professional development for department members
- Conveying departmental and individual needs to the Senior Leadership Team
- Liaison with staff and parents in a professional manner
- Encouraging the involvement of all members of the department in all aspects of school life: academic, pastoral, co-curricular and social
- Establishing and implementing a department strategy that grows staff and students
- Conducting the annual PDR (Professional Development Review) with all members of their teaching staff
- Conducting the annual Dalton Review for the department

#### Academic leadership to students

- Planning and oversight of individual and group academic needs and progress
- The progress of all students in the courses in their department
- Detailed analysis of student results and ownership of academic growth in the Sciences

#### Administration

- The maintenance of records including programs, marks, assessments, class lists
- Administering the school and departmental policies
- Devising and following the departmental budget
- Acquisition and maintenance of departmental resources
- Allocation of staff and pupils to classes, including managing staff absences
- Filing of departmental documents
- Conducting regular departmental meetings to relay information from the School Executive and to discuss departmental matters
- Examinations and students' reports
- Liaison with parents regarding students and their member of department
- Staff wellbeing
- Work health and safety

#### Whole school

- Attending school functions
- Participating in whole school programs
- Undertaking other duties, at the request of the Head of School, which fall generally within the scope of this position description