



**ALL SAINTS'
COLLEGE**



DUTY STATEMENT

DIRECTOR OF THE DESIGN HUB

(incorporating the Design and Technologies Department, Enterprise and Entrepreneurship Programs and Sustainability)

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

This Duty Statement is to be read in conjunction with the Duty Statement for Senior School Teacher.

POSITION PURPOSE

ASC is a leader in the delivery of programs and opportunities that focus on design-led innovation and enterprise. This position brings together the leadership of the Design and Technologies Department, alongside the leadership of Propeller Enterprises, our Centre for Enterprise and Entrepreneurship, and our key priority focus of sustainability. In 2022, The Director of The Design Hub will work alongside key staff to reimagine the current learning spaces to create a physical presence of innovation in the heart of the College.

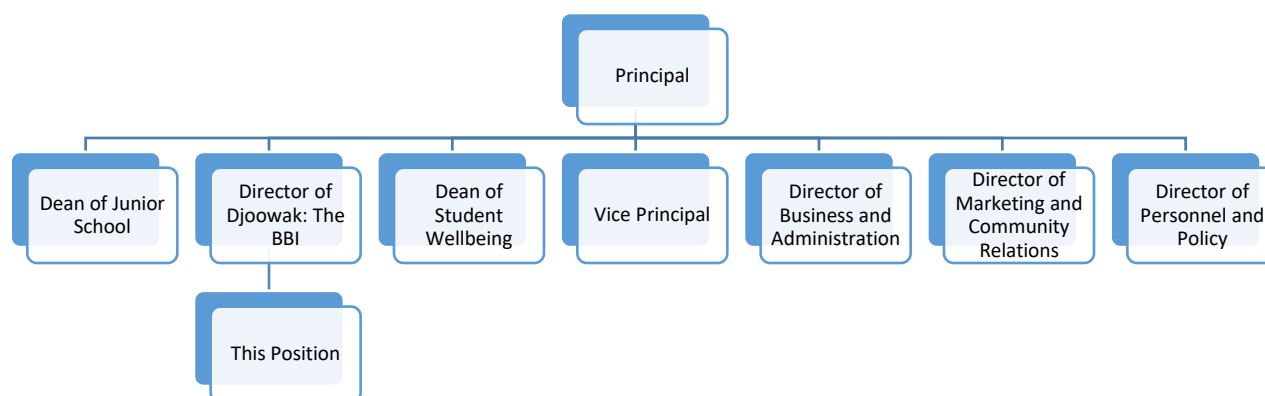
The Director will lead staff and engage with business, industry and community in order to provide students with 'real world' opportunities to engage with design and enterprise through a range of programs including:

- InnovatEd: our program that fosters and promotes design-led innovation in Years 7 and 8;
- Propeller Enterprises: our Centre for Enterprise and Entrepreneurship;
- Precious Plastics: our plastic recycling plant;
- Aquaponics: our sustainable food-growing initiative;
- Sustainability Club: a student-led initiative.

As a Head of Department (Design and Technologies) the Director is responsible for fostering a strong team environment in which all Department members strive to achieve the best outcomes for the students in their care. As a leader of staff, the Director is an exceptional role models, leading by example in all they do. Fostering a professional and dynamic community of innovation and change, based on current research, the Director also responsible for ensuring compliance with legislated and College requirements.

Heads of each curriculum department have the following general responsibilities in respect to the organisation and administration of their department.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

1. Curriculum

- (a) Prepare and/or approve all syllabus programs to be used by department staff.
- (b) Implement appropriate assessment, recording and reporting procedures, Years 7 - 12.
- (c) Monitor all results and grade allocations in Years 7 – 12 and implement processes to review student progress biannually, at least, in consultation with the Director of Djoowak.
- (d) Assist the Director of Djoowak with relevant curriculum development and mandated curriculum change.
- (e) Provide relevant information to the Principal and Director of Djoowak in respect to the development of the timetable.
- (f) Provide relevant information to the Dean of Student Wellbeing in respect to examinations, Assembly items and wellbeing issues.
- (g) Provide relevant, appropriate and current curriculum information to students, staff and parents, via the relevant sections of the College's Portal and other publications.
- (h) Meet with College families with respect to curriculum issues, as required, in consultation with the Director of Djoowak.
- (i) Liaise with the Assistant Dean of Junior School (Teaching and Learning), as required.

2. Student services

- (a) Allocate students to class groups in Years 8-12 where class groups are based on academic achievement.
- (b) Implement remedial procedures for students with special needs, abilities and interests, in consultation with the Learning Support Coordinator.
- (c) Implement advanced-placement procedures and/or programs for exceptionally academically capable students in consultation with the Director of Djoowak.
- (d) Foster relevant extracurricular activities and competitions which complement and/or supplement the subjects taught in the department (e.g. clubs, intra/inter-school, State and interstate competitions).

3. Human resource management

- (a) Assist the Principal with the selection and appointment of staff to teach relevant subjects / courses / Learning Areas.
- (b) Conduct regular, scheduled, minuted meetings with department staff in order to discuss current methodological teaching strategies as well as content matters. The Minutes of these meetings are to be shared with the Director of Djoowak.
- (c) Liaise with the Director of Djoowak in the development of policies and procedures concerning such departmental issues as course outlines, learning programs assessment and reporting, homework, allocation of students to classes, excursions and related activities.
- (d) Ensure supervised staff remain abreast of current trends through
 - i. participation and contribution through professional development;
 - ii. relevant professional organisations.
- (e) Manage and supervise the teaching and support staff within the department in relation to functions pertinent to their Duty Statement and to the requirements of the School Curriculum and Standards Authority and ACARA.
- (f) Conduct performance appraisals and assessments for departmental staff, as required, in consultation with the Director of Djoowak and Principal (e.g. Probation; Performance Review; Performance Improvement Plan).
- (g) Serve as a member of various interview panels as directed by the Principal (e.g. staff recruitment, probationary review, end of contract review, Senior Teacher applications, performance review).

4. Resource management

- (a) Order and control the use of all recurrent learning and teaching equipment and materials allocated to the department.
- (b) Liaise with the Head of Library Services with regard to purchasing and ordering all book learning materials including both book hire and class set texts.
- (c) Liaise with College staff regarding the purchase of resource material [teacher reference, student reference, AV material etc] to support curriculum studies.
- (d) Draft and manage a departmental budget for approval by the Director of Djoowak, Director of Business and Administration and the Principal.
- (e) Prepare, collate and be responsible for annual booklists for Years 7 – 12.

5. Teaching

- (a) Be a part of the weekly teaching program of the College; approximately 12 x 55 minute periods.

6. Duties specific to the Director of The Design Hub

- a) Foster collaborative relationships with business, industry and community to create student and staff design-led innovation opportunities;
- b) Oversee and teach within the InnovatED program for Years 7 and 8;
- c) Oversee and lead in and further develop Propeller Enterprises: our Centre for Enterprise and Entrepreneurship;
- d) Oversee and lead in the use of Precious Plastics, our plastic recycling plant;

- e) Oversee and lead in the use of Aquaponics: our sustainable food-growing initiative;
- f) Oversee and lead in the Sustainability Club: a student-led initiative;
- g) Develop a strategic plan for the further promotion and expansion of design-led innovation opportunities, in collaboration with key College staff.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

September 2021