

Coordinator of Humanities

Position Description

Fahan School Background

Founded in 1935, by Miss Isobel Travers and Miss Audrey Morphett, Fahan School is an independent, non-denominational school for girls from Kindergarten to Year 12. Fahan is located on a stunning 6.2 hectare campus in the attractive Hobart suburb of Sandy Bay - a ten minute drive from Hobart's CBD.

Fahan has an outstanding academic record. Located on one campus together, students enjoy excellent facilities, spectacular grounds, and a nurturing wellbeing program.

Fahan School provides a strong academic program within a friendly, inclusive culture. Our mission is to create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future. Miss Travers and Miss Morphett believed that young women could achieve anything they wanted to and this was reflected in the motto they chose, *Light Come Visit Me*. Light is not just sunlight but rather "enlightenment", which is the purpose of education.

Fahan School offers its students an extensive co-curricular program which assists in the development of specific skills, confidence and commitment. Students can participate in activities such as sport, music, visual arts, performing arts, debating, public speaking, student leadership, community service, exchange programs and intrastate, interstate and overseas trips.

Philosophy

Fahan School is dedicated to excellence in education for girls and the realisation of each student's potential, providing a balanced curriculum encompassing academic, cultural, physical and practical areas of learning.

Our Vision: To enlighten, inspire and ignite young minds and hearts.

Our Mission: To create a community in which all people flourish. To instil a deep love of learning and the development of right principles that empower each Fahan girl to step confidently into her future.

Our Values: Our values represent the deepest beliefs and sentiments to which we can aspire, and they shape our School Community.

Learning

We foster a culture of inquiry for knowledge and truth.

The pursuit of these is fuelled by curiosity, creativity, and a strong desire for achieving personal excellence. We encourage initiative and innovation, independence and flexibility.

Spirit

We honour our founders by living the true spirit of Fahan.

Our spirit is defined by courage, integrity and honesty. We are proud of who we are and celebrate our individuality.

Community

Care, connection and belonging empowers every individual to flourish at Fahan School.

Kindness, gratitude and respect are found in all our words and deeds. We take a genuine interest in the wellbeing of others and we celebrate difference and diversity.

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Introduction

This is an ideal opportunity for a teacher who is an expert in Humanities to join this outstanding learning community.

The Coordinator of Humanities leads a team of teachers in meeting the learning needs of students in this curriculum area by demonstrating leadership behaviours which inspire confidence in others, while also challenging and supporting colleagues.

The Coordinator of Humanities works collaboratively with other key liaisons to foster a creative and innovative approach to the leadership of learning at Fahan School.

Reports to: Deputy Principal

Key Relationships: Deputy Principal, Head of Innovation and Technology, Heads of House, Curriculum Coordinators.

Selection Criteria:

- A willingness to uphold the vision, mission and values of Fahan School.
- Qualifications and experience in teaching Humanities. A willingness or ability to teach Legal Studies and Business Studies to pre-tertiary level would be an advantage.
- Ability to inspire students to participate and flourish in Humanities.
- Sound knowledge of technology and its application to the Humanities classroom.
- Enthusiasm, energy and an excellent understanding of current teaching practice in Humanities.
- Highly developed communication and interpersonal skills.
- High level of skill in leadership and management of curriculum.

Personal Qualities/ Behaviours:

- Positive outlook and communication style.
- Supportive of the School's mission, vision and strategic plan.
- A desire to create innovative learning experiences for young people and their teachers.
- Willingness to uphold and support the values, expectations and rules of the School.
- A genuine affinity for young people.
- Compassion, patience, empathy, initiative.
- Enthusiasm to engage in conversations on teaching and learning.
- Ability to motivate others.

Primary Responsibilities:

- Be responsible for the leadership and efficient management of the Humanities curriculum in Years 7 to 12.
- Participate in Fahan's Pastoral Care Program as a tutor.

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- Be actively involved in the School's co-curricular program.
- Actively promote the concept of, and participate in co-curricular activities related to the Humanities.
- Assist in the continued development of programs to facilitate the transition of students throughout the School.
- Support the integration of appropriate ICT resources to enhance the learning of girls in this subject domain.
- Maintain high standards of personal and professional conduct.
- Have oversight of faculty staff including goal setting, professional learning and yearly reviews.
- Participate in all phases of the recruitment of faculty staff.
- Attend all Coordinators' meetings.
- Liaise between staff and Principal/Deputy Principal.
- Liaise with Coordinators of related subject areas within the School and responsibility for assessment procedures.
- Convene departmental meetings at regular intervals.
- Assist departmental staff with administrative and technical matters.
- Give guidance on test and examination preparation and be responsible for their relevance.
- Share responsibility for the induction of new staff to organise ongoing mentoring and report to the Deputy Principal.
- Encourage staff in their pursuit of professional learning opportunities.
- Advise the Principal/Deputy Principal/Head of Junior School on staffing and timetable requirements.
- Assume responsibility for the department's budgetary planning, order and accession, through consultation with the Business Manager.
- Liaise with administration in regard to textbook and stationery requirements.
- Update and compile syllabus documentation.
- Calendar all relevant departmental dates eg, excursions, performances.
- Be responsible for safety in departmental areas.
- Be responsible for ensuring implementation of policy.
- Ensure that parents and students in Years 11 and 12 are informed in writing by the end of Term 2 if there is a possibility the student will not be eligible to sit the syllabus level for which they originally enrolled.
- Have oversight of departmental continuous reporting.
- And any other tasks deemed as appropriate by the Principal.

Work Health and Safety

- Comply with the requirements of all applicable Work Health and Safety legislation and Fahan School Work Health and Safety policies and procedures.
- Work closely with the Compliance, Safety, HR & Privacy Officer to provide support in risk management and mitigation.

Code Of Conduct

- Abide by Fahan School's Code of Conduct in the performance of all duties.
- Exercise discretion and maintain the confidence of the Fahan School Community concerning the activities of the School.

Child Safety

- Adhere to [Fahan School's Child Safe Policy](#).

Remuneration

Fahan School (Teachers) Enterprise Agreement 2024.

Commencement

The successful applicant would ideally commence duties at the commencement of Term 3, 2024.

Recruitment Process

1. Applicants are required to submit a formal application including an Application Form, CV, cover letter and a separate document of no more than three pages addressing the selection criteria, to the Principal, Mrs Meg Lawson, at employment@fahan.tas.edu.au.
2. Applications close 9:00am Monday 20 May 2024.
3. Interviews will be held on Wednesday 22 May 2024.