



**Position Description:** Faculty Head

**Reports to:** Director of Teaching & Learning

**Prepared by:** Principal

**Date:** 2026

## **Position Framework**

Maranatha Christian School is a non-denominational, co-educational Christian school providing education from Early Learning through to Year 12 over three sites in Melbourne's south-east. The School partners with parents and churches to deliver high-quality, Christ-centred education that reinforces biblical values and equips students for lives of service to the Lord.

The School's purpose is grounded in its Mission, Vision and Educational Creed, which affirm a biblical worldview informing Christian teaching and living. Staff are expected to actively support the Christian aims of the School and to model Christian values in their professional conduct and relationships.

Employment at Maranatha Christian School is founded on a Christ-centred, mutually supportive relationship characterised by love, humility, integrity, service and respect. The School recognises a biblical understanding of vocation and authority.

## **Purpose of the Position**

The role of the Faculty Head is to ensure that the teaching of the Subject area at Maranatha provides a learning experience that:

- Contributes to the ethos and vision of a Christ-centred curriculum.
- Engages and inspires teachers and meets objectives for the learning and assessment outcomes of students.
- Is supported by sound administration and communication.
- Provides access to adequate equipment, professional development and resources through good planning and budget management.

Faculty Heads are expected to play a key role by contributing meaningfully and actively to the ethos and vision of Christ-centred curriculum as a means to provide a Christian Education at Maranatha Christian School. They are also expected to support, encourage and participate in the fulfilment and/or the enactment of the School's vision and strategic plan.



## **Specific Activities and Duties**

### **Faculty organisation and management:**

- Establish faculty goals (long and short term) with plans to achieve them
- Manage curriculum development – Christ Centred (vision and direction)
- Ensure curriculum alignment and programs across campuses
- Ensure text choices reflect compliance with curriculum authorities, as well as School values and ethos
- Ensure curriculum is correctly reflected in LMS for teachers, students and families
- Manage faculty curriculum – current and compliant
- Develop annual budget(s) and manage expenditure
- Develop long-term plans and organise for purchase or development of facilities, equipment, resources and materials
- Participate actively in regular meetings of Faculty Heads
- Coordinate student testing and assessment by staff
- Work with faculty staff to meet ongoing assessment and semester report deadlines and compliance
- Encourage and promote innovate approaches to teaching and learning
- Support and encourage the ongoing pedagogical vision of the school
- Identify projects and make applications to potential sources of funding
- Develop and submit correct textbook and stationery lists to meet deadlines
- Prepare an annual report on VCE results for the faculty
- Organise and coordinate subject displays and activities on Open Day
- Coordinate subject content for the School website to promote and provide useful information about subject(s) and the faculty
- Coordinate the submission of newsheet content to meet deadlines
- Coordinate development of course outlines and course booklets

### **Student related duties:**

- Communicate with parents about the subject area and their students' progress
- Receive complaints and messages from parents, investigate and respond as appropriate
- Assist students in making subject selections by talking and providing guidance
- Monitor identification of academically capable students for enhancement programs
- Organise academic competitions for students
- Organise enhancement activities for students
- Organise 'faculty week' to showcase subjects and skills within the faculty
- Organise House competition activities
- Monitor identification of at-risk students
- Support and promote liaison between subject areas and Education Support staff to ensure effective support for students and compliance with funding terms etc.
- Develop and provide guidance on remedial activities (with Education Support staff)

### **Staff management duties:**

- Promote an ethic of teamwork and enthusiasm among subject area staff
- Ensure cross-campus inclusion



- Conduct faculty meetings – facilitate meetings and discussions, prepare and distribute minutes
- Assist in the development of plans and timetables for the staffing of classes
- Mentor and provide resources for new faculty staff
- Mentor, support and provide pastoral care for all staff within the faculty
- Arrange and coordinate professional development activities of faculty staff to address development opportunities of individuals, and enhance curriculum
- Participate in conducting job interviews for new faculty members
- Conduct annual teacher reflection review processes
- Other specific subject area related duties as necessary
- Other duties and activities as determined by the Director of Teaching & Learning and Principal/CEO

## **Person Specification**

### Education and Experience:

- Full VIT registration
- Currently teaching in the Subject Area

### Skills:

- Functional / Technical Skills
- Managing Vision and Purpose
- Organisational Agility
- Building Effective Teams

### Personal Attributes:

- Integrity and Trust
- Interpersonal Skills
- Creativity
- Motivated, Enthusiastic and Supportive
- Meets timing deadlines

## **School Expectations**

- Actively support and uphold the Christian values, Mission and Vision of Maranatha Christian School through professional conduct, relationships and service, including modelling an active Christian faith demonstrated through involvement in the wider Christian Church.
- Model integrity, respect, humility and professionalism in interactions with students, families, colleagues and the wider School community.
- Comply with all School policies and procedures, including child safety, work health and safety, and professional standards, contributing to a safe and supportive learning and workplace environment.
- Active participation and facilitation of staff devotions, worship and prayer times, including leading devotions as required from time to time.



## Scope of the Position

Number of People Managed or Supervised: Faculty Staff  
 Annual Budget Expenditure Responsibility: as advised from year to year  
 Approval Limit: \$500 per transaction

## Work-related Customer and Supplier Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents			✓	
Teaching Staff	✓			
Administration Staff				
Building / Grounds Staff				
Principal / Heads of Site			✓	
Business Manager				
Board Members				
External Suppliers			✓	
Compliance Bodies				
Other				

## Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Site and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Site or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an



attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

## **Child Safety**

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in School's website and Learning Management System.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.