



Position Title	Head of Faculty - Languages
Department/Faculty	Secondary / Languages
Classification	John Paul College EBA – Band 6, Step 1
Employment Type	Maximum Term Contract
Reporting Manager	Dean of Studies – Secondary
Prepared	July 2018
Reviewed and Updated	October 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, providing a seamless learning journey from Early Learning to Year 12.

Established in 1982 by the community for the community, our motto - Unity | Christ | Learning, continues to shape our purpose: developing ethical, creative and service-oriented thinkers who courageously enrich society.

Our diverse community of more than 2,500 learners includes students from Early Learning through to Year 12, as well as those studying within John Paul International College's English Language Pathways. Grounded in our Christian Ecumenical identity, we welcome students of all faiths, cultures and backgrounds, fostering a globally connected community where every individual is known, valued and empowered to thrive.

Set across 33 hectares in Daisy Hill, Logan, our campus features dynamic learning environments designed to inspire curiosity, collaboration and excellence. Purpose-built learning spaces, outstanding sporting and performing arts facilities, and innovative educational environments enable students to discover their strengths, pursue their passions and flourish academically, socially and personally.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we equip young people with the confidence, adaptability and character to lead with purpose and make a meaningful contribution in an increasingly complex and interconnected world.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction

- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Head of Faculty - Languages** provides inspiring and effective leadership of teaching, learning and curriculum in English and Languages other than English (LOTE) across the Secondary School.

The role leads and develops a high-performing team of educators and builds a positive, collaborative faculty culture to maximise the engagement, achievement and wellbeing of every student.

Reporting Relationships

The **Head of Faculty - Languages** reports to the Dean of Studies - Secondary School.

Direct reports: Assistant Heads of Faculty - Languages, Faculty Teachers.

Key Liaisons: The **Head of Faculty - Languages** has formal and informal interactions with the Principal, Deputy Principal – Head of Secondary School, members of the Executive, Secondary School Deans, Primary School Deans, Heads of Faculty, Heads of Year, students and parents.

Key Responsibilities

Heads of Faculty in the Secondary School at John Paul College will:

- Take a proactive role in the development, articulation and implementation of the John Paul College Strategic Vision under the direction of the Dean of Studies.
- Model best practice in leadership and conduct in alignment with College Values.
- Lead learning and ensure that the promotion of learning is the priority of all teachers and students.
- Stay up to date with current research and pedagogical practice and actively promote best teaching practice.
- Lead in a manner that promotes and enhances the positive culture of students, staff and the community.
- Lead and support learning and the achievement of students, in alignment with the strategic intent of the College.
- Use data informed practice to reflect and drive continual improvement.
- Promote the innovative, appropriate and relevant use of technology in the delivery of curriculum and the sharing of information and data.
- Maintain regular communication with the Deans and Heads of Faculty across the

Primary and Secondary Schools to ensure a progressive and connected K-12 curriculum and learning programme.

- Develop and monitor budgets as appropriate, reflecting good stewardship.
- Operate as a leader fully supportive of the Principal, advancing the College's strategic direction with the faculty and modelling the College's values and expected standards of conduct.
- Model the John Paul College values of Mutual Respect, Integrity, Compassion and Excellence.

The **Head of Faculty - Languages** will:

Provide leadership of learning

Lead learning in English and LOTE with vision and innovative, evidence-informed practice.

Develop curriculum

Develop the English and Languages other than English curriculum to maximise student engagement and achievement. At the same time ensure:

- Develop the English and LOTE curriculum to maximise student engagement and achievement, ensuring alignment with the Australian Curriculum and QCAA senior syllabuses, including moderation and quality-assurance processes.
- Ensure a seamless transition of learning from the Primary School to the Secondary School, and that students are well prepared to follow their pathway of choice in Years 10 to 12.

Lead a team of educators and the culture of the faculty

- Build and sustain a collegial, high-performing and positive team culture that promotes student achievement through quality structured teaching, appropriate student feedback, and targeted student learning habits.
- Develop, mentor and support the professional growth of teachers, and address performance concerns promptly, constructively and fairly, in accordance with College processes.
- Lead and manage change effectively, building shared understanding and bringing the team with you.

Lead with data and drive student outcomes

- Analyse student achievement data at the individual, cohort and whole-of-faculty level, and use it to inform teaching, set targets and drive measurable improvement in student outcomes.
- Adopt an evidence-based, data-informed approach to decision-making and continuous improvement across the faculty

Support student wellbeing and inclusion

Promote the wellbeing of students, and foster inclusive, differentiated practice in partnership with the Learning Enhancement and student support teams.

Communicate thoroughly and effectively to stakeholders

Ensure staff, parents and students receive quality data relating to student academic progress in a proactive and sensitive manner.

Facilitate teacher development and career progression

Lead the English and Languages other than English teachers in the Professional Renewal and Appraisal processes and promote appropriate Professional Learning opportunities for each faculty member.

Manage Budgets

Prepare and operate a budget that reflects good stewardship practices and is in line with the strategic direction of the College. This will be carried out in consultation with the Dean of Studies and Head of Secondary School.

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

The **Head of Faculty – Languages** will:

- Demonstrate outstanding interpersonal skills, including the ability to consult, negotiate, build relationships with and lead staff, students, parents and other stakeholders.
- Lead and develop people, building a positive team culture and managing performance constructively and fairly.
- Use student data and evidence skilfully to improve teaching and learning and to lift student outcomes.
- Demonstrate up-to-date knowledge of evidence-based best practice in curriculum, assessment and instruction within the faculty.
- Demonstrate an understanding of, and commitment to, the College's Strategic Vision, and translate it into day-to-day practice.
- Think and plan strategically, form and carry out action plans, and evaluate outcomes.
- Work collaboratively and energetically within a dynamic organisation.
- Communicate with excellence, in writing and verbally.
- Be committed to their own continued growth through professional learning.
- Be committed to working in a manner that fully supports the Principal and the overall leadership direction of the College.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.

Qualifications

- A postgraduate degree in Education is preferred.
- Current Registration with the Queensland College of Teachers.
- Senior First Aid certificate.

Experience

The **Head of Faculty - Languages** is an accomplished educator and leader of educators who has demonstrated a proven track record of faculty leadership in the independent education sector.

The **Head of Faculty – Languages** will also have a demonstrated commitment to achieving excellence in education, the communication of an educational vision and passion for the development of an educational approach that meets the needs for all students, together with a proven capacity to lead, motivate and inspire staff.

5-10+ years as an accomplished educator. 3+ years as a leader of learning.

Selection Criteria

1. Demonstrated experienced and exemplary track record in a similar role.
2. Deep knowledge of contemporary issues, trends and programmes for curriculum for the faculty.
3. Outstanding knowledge of the curriculum for the faculty.
4. Demonstrated track record of leadership of a team of accomplished educators.
5. Track record of student achievement and quality outcomes in the faculty area.
6. Track record of achievement as a highly accomplished Secondary School Educator.
7. Advanced skills in all Microsoft applications and the ability to learn new systems in a timely manner.
8. Excellent oral and written communication.
9. Willingness to support the College's core values.

EBA Conditions

- This employment is covered by the John Paul College Enterprise Agreement 2025 ("The Agreement") as amended from time to time.
- The classification for this role is Band 6 Level 1.
- This is a 5-year maximum term full-time appointment with potential for additional extension of contract at the Principal's discretion.
- The Head of Faculty role will provide a 0.4FTE load release time from your classroom teaching duties.
- College uniform not required.