



Position Title	Head of Faculty – Humanities
Department/Faculty	Secondary School – Humanities
Classification	John Paul College EBA – Band 6, Step 1
Employment Type	Maximum Term Contract
Reporting Manager	Dean of Studies – Secondary
Prepared	April 2019
Updated	July 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** provides leadership of learning for Humanities.

Reporting Relationships

The **Head of Faculty – Humanities** reports to the Dean of Studies for the Secondary School.

Direct reports: Faculty Teachers

Key Liaisons: The Head of Faculty has formal and informal interactions with the Principal, Deputy Principal – Head of Secondary School, members of the Executive Team, Primary Deans, Secondary Deans, Learning Assistants, Curriculum Assistant(s), Head of Performing Arts Co-Curricular, staff, students and parents.

Key Responsibilities

Heads of Faculty 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.
- 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 and Support colleagues to promote learning and achievement of students at John Paul College in alignment with the strategic intent of the College.
- Promote innovative, appropriate and relevant use of technology, both in the delivery of curriculum and the sharing of information and data.
- Develop and monitor budgets as appropriate.
- Model the John Paul College values of mutual respect, integrity, compassion and excellence.

The **Head of Faculty – Humanities** provides leadership of teaching, learning and curriculum

within Humanities. The **Head of Faculty - Humanities** will:

Provide leadership of learning

- Lead learning in Humanities with both vision and innovative practice.

Develop curriculum

Develop the Humanities curriculum to maximise student engagement and achievement. At the same time ensure students are adequately prepared to follow their pathway of choice.

Lead a team of educators

Build a collegial team of teachers who promote student achievement by providing:

- Quality structured teaching.
- Appropriate student feedback.
- Targeted student learning habits (DARTS).

Communicate thoroughly and effectively to stakeholders

Ensure staff, parents and students receive quality information on student academic progress in a proactive and sensitive manner.

Facilitate teacher development and career progression

Lead the Humanities Faculty in 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 the Deputy Principal - 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 - Humanities** will:

- Demonstrate outstanding interpersonal skills including a demonstrated ability to consult, negotiate, interact and manage staff, students and parents or other stakeholders.
- Demonstrate an understanding of and commitment to the John Paul College Strategic Vision and an ability to translate this into day-to-day practice.
- Demonstrate up-to-date knowledge and understanding of current evidence-based best practice in curriculum instruction within their faculty.
- Demonstrate outstanding leadership of learning within their faculty.
- Demonstrate a proven ability to work collaboratively and energetically within a dynamic organisation.
- Possess excellent written and verbal communication skills.
- Have a proven ability to think and plan strategically, form and carry out action plans and eventuate outcomes.
- Be committed to their own continued self-improvement through professional learning.
- A clear understanding of, and alignment with, the College's strategic vision and

values.

- Commitment to working in a manner that fully supports the Principal and 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.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- A postgraduate degree in education is preferred.
- Current registration with the Queensland College of Teachers.
- Current First Aid certificate, or ability to obtain one.

Experience

The **Head of Faculty – Humanities** 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 – Humanities** 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 of all students, together with a proven capacity to lead, motivate and inspire staff.

Selection Criteria

1. Demonstrated experienced and exemplary track record in a similar role.
2. Deep knowledge of contemporary issues, trends and developments in curriculum relevant to the faculty.
3. Outstanding knowledge of the Humanities curriculum, including effective implementation, assessment and pedagogy.
4. Demonstrated track record of leadership of a team of accomplished educators.
5. Track record of student achievement and quality outcomes in the Humanities 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.