HEAD of DEPARTMENT
STEM and Enrichment

WORK PROFILE

Queensland Academy for Science, Mathematics and Technology is a selective entry school, located within four kilometres of Brisbane City centre.

The Academy opened in January 2007 and works in partnership with a range of universities, including the University of Queensland, in nurturing highly capable students in achieving their potential as future leaders in a science specialist school environment.

QASMT is an International Baccalaureate World School and is proud to uphold the values of an IB education. In the coming years QASMT will be expanding its cohort from its current Year 10-12 program to a Year 7-12 program. As a science specialist school, the study of STEM will be integral across Years 7 – 12. QASMT currently offers the International Baccalaureate Diploma (IBD) as its core curriculum in years 11 and 12. The IBD is a demanding pre-university course of study that leads to external examinations. It has earned a reputation for rigorous learning and assessment, and as such gives IBD holders access to the world's leading universities. The program incorporates the strengths of a traditional curriculum, but with three important additional features, Creativity Action and Service, Theory of Knowledge and Extended Essay.

The Head of Department STEM and Enrichment portfolio includes the leadership and management of effective teaching and learning across curriculum the curriculum areas of STEM, including Physics, Computer Science, Digital Technologies/Design, Coding and Robotics. This role will also manage the IT activities across the school to ensure QASMT offers a technology-rich learning environment. Responsibilities include but are not limited to:

- leading curriculum and enrichment activities in developing, articulating and committing to a shared educational vision focussed on providing quality learning outcomes for all students within the DET strategic vision and IB framework for our students in STEM;
- leading the vision for technology based learning;
- setting high standards for student and staff performance;
- managing the human, financial, facilities and curriculum resources to achieve goals and targets.

The Head of Department will focus on developing STEM opportunities by leading a team of teachers in the development of specific curriculum and pedagogical approaches suitable for motivating and engaging highly capable students as we expand our curriculum offerings across Years 7 – 12. The expansion of our STEM offerings, including the development of an innovative makerspace will be a key priority of this role. Under the supervision of the Deputy Principal, the STEM and Enrichment HoD is responsible for recruitment and selection of staff, curriculum development, tracking and monitoring of students, parent liaison and staff development and supervision. The HoD STEM and Enrichment works closely with the HoD Science, faculty and staff across the QA brand to promote STEM education in our context as a science specialist school and as a member of the International Science Schools Network.

QASMT is committed to establishing, maintaining and strengthening partnerships across sectors, universities and industry, and the Head of Department STEM and Enrichment is expected to develop a range of programs for mutual advantage for both our campus students and our outreach students. This position will also work closely with QASMT's outreach programs, the Queensland Virtual STEM Academy and Students Performing Advanced Research Queensland (SPARQed).

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Queensland Government
Education Queensland

ib International Baccalaureate

THE UNIVERSITY OF QUEENSLAND

Detailed Responsibilities and Line Management

Area of Responsibility	Details	Leadership
Curriculum Areas	✓ Physics ✓ Computer Science ✓ Digital Technologies (Digital Design) ✓ Coding and Robotics	✓ STEM teachers
Accelerate Team	✓ TBC	✓ Leadership team ✓ All staff
Curriculum and IT Management	✓ Develop innovative STEM courses for highly capable Year 7-12 students aligned with DET's strategic vision ✓ Ensure work program, unit and lesson plans are innovative and adequately resourced and meet the requirements of QASMT written curriculum ✓ Supervise staff and check on planning and record keeping ✓ Manage the IT support department ✓ Manage the IT census and resources ✓ Manage the student BYOD program	✓ STEM teachers ✓ IT staff
Strategic Leadership	✓ Lead and manage enrichment and extension STEM opportunities for campus and outreach students ✓ Enhance the reputation of QASMT as a leading STEM school through engagement in relevant activities and programs e.g. National Science Week ✓ Lead the IT department and ICT and E-learning activities across the school and in line with EQ IT initiatives ✓ Support staff in their teaching roles and encourage professional development ✓ Participate fully in the Academy's annual performance review process	✓ Leadership team
Student Outcomes	✓ Develop a program of international and national opportunities and competitions ✓ Work with the HoD Science to develop the STEM Ambassadors program to achieve the strategic vision of QASMT as a leading science school ✓ Provide professional support to teachers in assessment methods and record keeping	✓ STEM teachers
Academy Data	✓ Lead the collection of data relating to teacher practice and effect ✓ Ensure that assessment data is used to inform programme planning ✓ Use the 'Standards of Evidence' to evaluate the effectiveness of the STEM courses and programs	✓ STEM teachers
Communications	✓ Meet regularly with line manager ✓ Develop communication strategies to publicise the enrichment and extension STEM opportunities for campus and outreach students ✓ Keep accurate meeting minutes ✓ Encourage staff to participate in Academy activities ✓ Contribute to Academy reviews and policy development ✓ Attend all leadership meetings	✓ All staff and partners
Relationships	✓ Represent DET and QASMT views in meetings ✓ Work with the Deputy Principal to identify and develop key university and industry partners ✓ Contribute to QASMT's membership in the International Science Schools Network and associated activities ✓ Work with the QA Manager to support the Queensland Academies Partnership Schools (QAPS) network ✓ Develop strong, positive relationships with students, staff and parents ✓ Solve IT issues and liaise with local and regional technical support and service agents ✓ Provide positive feedback and support ✓ Actively support Academy policy decisions, strategic targets and plans ✓ Provide a positive role model to the Academy community ✓ Contribute to the full life of the Academy, including extra-curricula activities, major Academy events and encourage others to do so	✓ Staff, parents, students and partners ✓ IT service agents
Celebrate Exemplary Practice	✓ Promote, recruit and assist staff to share exemplary practice with our staff	✓ All teachers
Assemblies	✓ Actively present on assemblies	✓ Assemblies