



**MACQUARIE**  
ANGLICAN GRAMMAR SCHOOL

## Position Description

**Position Title**      **Academic Leader - HSIE**

**Group:**                      Senior School

**Supervisor:**              Head of Senior School

**Date of Review:**        **August 2025**

### About Macquarie

Established in 2001, Macquarie is a thriving Prep to Year 12 Day and Boarding Co-Educational School with a current student population of 650. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting teachers in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset, and openness to new experiences are the norm. We encourage students to strive to be their best selves, every day. We recognise and celebrate their achievements. Students proudly wear uniforms and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Agriculture and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

## Role Summary

The Academic Leader – HSIE is responsible for leading the HSIE Faculty throughout the Senior School and collaborating with the Aboriginal Liaison Officer to embed and maintain high levels of Cultural awareness and understanding across the school through:

- Effective development and implementation of high-quality educational programs.
- Ensure that all Senior School staff prepare and teach HSIE in a way that engages and grows our students.
- Facilitate and organise key historical events in the School Calendar, including Remembrance and ANZAC Day Services
- Emphasising the Christian ethos of the School.

## Key Roles and Responsibilities

### General Requirements

- Teaching HSIE in the Senior School as timetabled.
- Actively supporting the mission of the School, as a member of the Sydney Anglican Schools Corporation, through your professional and personal example both in and out of the School.
- Being well presented, well spoken, and an ambassador for the School through your personal demeanour.
- Complying with all Child Protection Legislation.

## Key Accountabilities

### Academic

#### The Academic Leader – HSIE will:

- Be accountable to the Head of Senior School for the effective implementation of all academic-related policies, procedures and programs and also for the professional teaching performance of HSIE teachers.
- Collaborate with and advise other HSIE staff concerning the most effective procedures and strategies for the management of individual students / groups of students.
- Communicate promptly and clearly with parents to achieve both understanding and ownership of identified issues, and also provide active and consistent support for parents and students to achieve collaborative processes and solutions.
- Participate actively with students in group/team activities, as well as relate to students purposefully in informal settings, in order to increase rapport with individuals / groups of students.
- Participate in all appropriate meetings, as well as convening group discussions of staff / parents / others to progress the welfare management of individual students.
- Have oversight of and responsibility for implementing HSIE faculty budgets.
- Have oversight of compliance processes for all HSIE staff including teaching programs and meeting deadlines, as well as their personal and professional development and performance management.
- Fulfil such other duties as may be required and determined by the Principal.



## Curriculum

- Plan and organise programs and lessons for effective teaching to occur using the School Curriculum Planning document.
- Differentiate the curriculum to cater for the range of abilities, interests and backgrounds of all students.
- Develop, construct and implement a balanced range of assessment tasks to provide students with the opportunity to demonstrate their knowledge, skills and ways of working.
- Evaluate student performance on assessment tasks, analyse data and maintain records of student achievement to inform teaching practice.
- Provide timely and appropriate data-informed feedback to individual students.
- Report constructively through open communication with parents by way of interview, telephone conversation, student report cards and the maintenance of anecdotal records.
- Become informed about individual students' learning characteristics and academic capabilities through examination of Individual Learning Profiles (ILP's).
- Communicate unsatisfactory academic performance and evidence that a student may be academically at risk to the Head of Teaching and Learning.
- Ensure the effective use of the School's on-line learning management tools by all HSIE staff.

## Professional Standards

- Attend professional development activities to improve teaching methods, pastoral skills, and knowledge.
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for the students.
- Meet all deadlines promptly.
- Comply with the Staff Code of Conduct.
- Actively address individual accreditation requirements.
- Attend Department and Staff meetings.

## Classroom Management

- Apply effective behaviour management techniques that are based on recognised theories of behaviour.
- Have knowledge of and advise students about the School's Code of Conduct.
- Encourage students to meet school expectations.
- Interact with students in a courteous, consistent, and fair manner at all times.
- Take responsibility for recording, managing, and following up of inappropriate student behaviour.
- Be punctual, manage time, carry out lesson planning and implement assessment schedules efficiently.
- Establish a learning environment where students feel safe to risk full participation.
- Demonstrate strategies to create a positive environment supporting student effort and learning.
- Monitor student progress and liaise with the relevant Stage Patron, Head of Teaching and Learning, or the Learning Support Coordinator regarding student's individual learning needs.

### **Pastoral Care**

- Take responsibility for the pastoral needs, duty of care, and standards of behaviour of all students inside and outside the classroom.

### **Other**

- Undertake supervision of and/or participation in extra-curricular activities.
- Supervise additional classes as required.
- Comply with the accepted dress code of the School.
- Exhibit personal behaviour reflective of the ethos and Christian foundations of the School.
- Follow Workplace, Health and Safety procedures.
- Perform other reasonable duties as directed by the Principal.

## **Skills & Knowledge**

### **Key Selection Criteria**

#### **Qualifications / Licences / Certifications**

##### **Qualifications**

- A degree in the relevant subject area, any additional qualifications, and current NESA registration.
- Master of Education (Preferable).

##### **Essential**

- A commitment to lifelong learning and a passion for teaching.
- A sense of innovation and creativity.
- An enjoyment of working with young people.
- A proven understanding of recent teaching methodology, including differentiation of the curriculum.
- Strong interpersonal skills.
- A willingness to be a member of a team and work collegially with other staff members.
- A strong desire to be involved in the education of the whole child, socially, emotionally, spiritually, and academically.
- Excellent organisational skills.
- Willing support for the Christian ethos of the School.
- Proof of qualifications and disclosure on any matter that may affect your employment in this position will also be required before commencement

### **Child Safety**

Macquarie Anglican Grammar School is committed to Child Safety and complies with the

requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that The School's child safe policies, procedures, and programs are at the forefront of all that we do.

All staff have a responsibility to report concerns about the risk of harm to children and young people within their roles and to provide support to them.

The successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

## **Work Health and Safety**

Macquarie Anglican Grammar School is committed to Work, Health and Safety with the requirements of the Work, Health and Safety Act 2011. All employees have a Duty of Care, a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- Take reasonable care for their health and safety.
- Take reasonable care for the health and safety of others.
- Comply with any reasonable instructions, policies, and procedures given by their employer and business.

## **To apply, please submit:**

1. Your CV
2. A completed application for Employment Support and Operational Staff (<https://www.mags.nsw.edu.au/careers/>)
3. A cover letter addressing the Position Description above

Please submit all documentation to [principal@mags.nsw.edu.au](mailto:principal@mags.nsw.edu.au) by 5 pm on Friday, 27 June. Any questions may also be directed to this email.