



**MACQUARIE**  
ANGLICAN GRAMMAR SCHOOL

## Position Description

### Position Title      Academic Leader - Science

**Group:** Senior School

**Supervisor:** Head of Teaching and Learning

**Date of Review:** August 2026

### 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 approximately 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 – Science is responsible for leading the Science Faculty throughout the Senior School and collaborating with Academic Leaders in the Junior School to embed and maintain high levels of literacy teaching at the school through:

- Effective development and implementation of high-quality educational programs.
- Ensure that all Senior School staff prepare and teach Science in a way that engages and grows our students.
- Emphasising the Christian ethos of the School.

## Key Roles and Responsibilities

### General Requirements

- Teaching Science 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 – Science will:

- Be accountable to the Head of Senior School for the effective implementation of all Academic-related policies, procedures and programs and for the professional teaching performance of Science teachers.
- Collaborate with and advise other Science 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 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, 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 Science faculty budgets.
- Have oversight of compliance processes for all Science 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**

- Teach classes as timetabled.
- Plan and organise programs and lessons for effective teaching to occur using the School Curriculum Planning document.
- Differentiate the curriculum to cater to 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-driven feedback to individual students.
- Moderate student performance to ensure consistency of standards across the School.
- Report constructively through open communication with parents by way of interviews, telephone conversations, student report cards, and the maintenance of anecdotal records.
- Become informed about individual students' learning characteristics and academic capabilities through the examination of Individual Learning Profiles (ILPs).
- Communicate unsatisfactory academic performance and evidence that a student may be academically at risk to the Director of Studies.
- Ensure the effective use of the School's online learning management tools by all Science staff.

### **Professional Standards**

- Develop and maintain a current knowledge of and expertise in Science pedagogy and subject-related disciplines.
- 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 in a timely manner.
- Comply with the Staff Code of Conduct.
- Actively address individual accreditation requirements.
- Lead Faculty meetings and participate in Staff meetings.

### **Classroom Management**

- Apply effective behaviour management techniques which are based on recognised theories of behaviour.
- Have knowledge of and advise students about the School's Code of Conduct.
- Encourage students to meet the School's expectations.
- Interact with students in a courteous, firm, consistent, and fair manner at all times.
- Take responsibility for recording, managing, and following up on 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 Head of Learning Support regarding student 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.
- Oversee the wellbeing of staff in the Science Faculty.

### **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 as outlined in the Staff Handbook.
- 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

##### **Essential**

- A commitment to life-long 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 risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

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 of their own health and safety.
- take reasonable care of the health and safety of others.
- comply with any reasonable instructions, policies, and procedures given by their employer and business.

## Application Process

- Complete the Application for Employment - Support and Operational Staff form which can be found under the Careers icon on the School's website.
- Provide a cover letter and supporting statement (2 pages maximum) regarding your experience which demonstrates your ability to meet the listed criteria.

Please forward your application with the above documents via email as one PDF document, entitled Private and Confidential to:

Mrs Alison Mitchell | Principal, Macquarie Anglican Grammar School

Email: [employment@mags.nsw.edu.au](mailto:employment@mags.nsw.edu.au)

## **Acknowledgement**

I acknowledge that I have received this position description and understand that this is not a contract of employment. I am responsible for reading and understanding this position description and complying with all position duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_