

POSITION DESCRIPTION

HEAD OF HEALTH AND PHYSICAL EDUCATION



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Head of Health and Physical Education (HPE)
Reports to:	Head of Secondary
Employment type and tenure:	Fixed-term, Full-time Contract (Semester 2, 2025)
Department / School:	Secondary School
Location:	Stringybark Road, Buderim, Queensland
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2024
Position classification:	Teacher – Promotional Position for Teachers (PPT) - Level 5
Last updated:	April 2025

ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

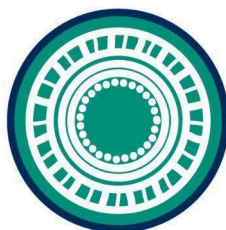
Our Vision

To Educate for Excellence in Learning and Life.

Our Values



Compassion: We are aware of suffering and are motivated to treat others with kindness, care and understanding.



Courage: We act bravely to overcome our fears, accept challenges and learn from our mistakes.



Integrity: We act with honesty, moral strength and grace, guided by humility and compassion.



Respect: We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Head of Health and Physical Education (HPE) has responsibility for the strategic and operational leadership of the Department and for the implementation of QCAA syllabuses and the Australian Curriculum in the subject areas of:

- Health and Physical Education (7-10 Australian Curriculum)
- Senior Physical Education (QCAA General Syllabus)

Primary relationships

The Head of Department reports to the Head of Secondary through the Secondary Head of Curriculum.

Staff reporting directly to the Head of Department include:

- Teachers within the Department; and
- Teacher Assistants

Main responsibilities

The Head of Department is responsible for demonstrating key leadership capabilities through the delivery of role responsibilities including:

Technical Expertise

Lead the Department in creating a culture of excellence in all aspects of teaching and learning, including compliance to curriculum, assessment and monitoring mandates and processes.

Responsibilities:

- Assure the quality of teaching and learning within the Department through the consistent application of evidence-based pedagogies and the practical application of the teaching and learning framework.
- Prepare documentation for the subjects within your responsibility, an ambitious, coherent and sequential curriculum that explicitly outlines what students are expected to know and do.
- Support teachers' professional development through Professional Learning Plans, appraisal, coaching and conducting lesson observations, student-tracking, and provision of feedback with reference to the Flinders Framework for Teaching.
- Ensure that literacy, numeracy and ICT capabilities are being developed through the subject's curriculum.
- Ensure that the curriculum is differentiated to reflect the needs, interests, and abilities of students in the subject area.
- Ensure the curriculum is compliant with Federal and State curricula, developmentally appropriate and aligned P-12.
- Assure the quality and reliability of all assessment items, as well as the comparability of marking by overseeing internal moderation processes.

- Coordinate the preparation of assessment for Endorsement and Confirmation, in accordance with the QCAA schedule and instructions from the Head of Senior School.
- Process “Applications for Extension” in conjunction with the Head of Curriculum.
- Support External Examination preparation such that Senior School students in the subject/s are familiar with the Cognitive Verbs by name through overt identification in both learning activities and assessment. Track Cognitive Verbs in assessment tasks to expose areas for improvement at subject level.
- Compile and maintain the Assessment Schedule information for all subjects in the Department and enter into the Learning Management System.
- Working with the Head of Analytics and Academic Performance, analyse and monitor student progress to intervene and refer as necessary.
- Coordinate excursion requests in conjunction with the Head of Secondary.
- Check that reporting data, student profiles and portfolios are accurate and complete at the end of each term.
- Maintain a written record of Department meetings to circulate to Head of Secondary and Head of Curriculum.
- Liaise with the Head of Secondary and the Head of Curriculum during the timetabling process.
- Oversee the purchasing and maintenance of resources for use of all staff within the Department.

People Management Expertise

Lead the Department in developing and maintaining a culture of collaboration, purpose, respect and high-performance through coaching, mentoring, delegating and empowering staff.

Responsibilities:

- Ensure staff are accountable to the professional expectations as detailed in their position description, The Flinders Framework for Teaching, the College Community Code of Conduct, College Standards of Practice.
- Manage professional relationships within the Department with compassion and sensitivity, striving for outcomes aligned to College values and strategic aims.
- Encourage professional collaboration through professional learning teams.
- Be readily available to students in the Department on school days, both before school, recesses and after school for a reasonable time period or by appointment.
- Ensure that communication (verbal, email, letters) with parents, students and colleagues is appropriately helpful and professional.
- Respond to parent communications in a timely and professional manner by appointment, email or telephone, seeking to understand the specific situation of each student to inform better management of the student as an individual.
- Participate on interview panels as appropriate and as directed by the Head of Secondary.
- Model proficiency as a classroom teacher, as described by the Flinders Framework for Teaching, and serve as a model for colleagues through professional practice.

Educational Innovation

Lead the Department in developing a culture of innovation and a restlessness for improvement, fostering new ideas, advocating for change, and keeping abreast of contemporary educational practice.

Responsibilities:

- Systematically engage in questioning, observing, networking, and experimenting behaviours to spark new ideas.
- Work collaboratively across the school, system, and possibly global communities to connect, engage with, learn from and influence others.
- Support the trialling and implementation of new resources, including technologies, learning spaces, and practice.
- Ensure that the curriculum, through unit design and delivery, provides opportunities for students to develop the Flinders Learner Traits (communication, collaboration, creativity, citizenship, critical thinking, and character).

Strategic Capability

Lead the Department in promoting a culture of excellence and a vision of the future, through analysis, evaluation, and monitoring of performance, assigning resources judiciously and ensuring alignment to the College Strategic Plan.

Responsibilities:

- Engage all staff in the Department in the formalising of Department goals for the long term and for the coming year.
- Where appropriate, participate in decision-making processes including the development of College policies and overall curriculum planning and development.
- Provide strategic thinking and planning and manage Department resources (including annual Department budget) to achieve strategic goals in alignment with the Strategic Plan.
- Conduct regular Department meetings to ensure that Department members are informed about school curriculum matters and to progress Department goals.

ABOUT YOU

Person specification

Essential qualifications

- Current Teacher Registration with the QLD College of Teachers, or ability to achieve registration.
- First Aid and CPR qualifications
- Extensive experience teaching relevant subject areas
- Bachelor's degree
- Post-graduate qualification (desirable)

Knowledge, experience and attributes

- Demonstrated leadership skills.
- Demonstrated ability to foster an innovative mindset within a Department or team.
- Excellent time-management and administrative skills with the ability to meet deadlines.
- An ability to plan and detail a calendar of programs which foster participation, teamwork and collaboration and enhance students' learning experiences.
- Strong written and verbal communication skills with the ability to build professional rapport with multiple stakeholders.

- A high level of interpersonal skills, a willingness to be an active team member and contribute to the life of the College.
- An ability to think strategically.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

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"Surrounded by our past, united by our future." Artwork by David Williams of Gillingim.