

Role Description

Head of Visual Arts

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The Head of Visual Arts is responsible for leading and developing the Years 7–12 Visual Arts curriculum at Queenwood Senior School and is expected to actively contribute to the broader life of the School.

This role requires a highly accomplished and experienced educator with a proven record of excellence in teaching Stage 4–6 Visual Arts and the IB Diploma Programme.

All teachers at Queenwood are responsible for creating an engaging, productive, and disciplined learning environment where every student is equipped and encouraged to learn. Teachers are expected to reflect on and adapt their teaching practices continuously, while actively engaging in professional learning.

In addition to their teaching responsibilities, all teachers at Queenwood contribute to the pastoral care programs and the broader life of the School. Most teachers are also required to serve as Tutors, playing a vital role within the School's pastoral care systems.

Reporting Relationship

The Head of Visual Arts is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Director of Curriculum.

Employment Basis

This is a full-time permanent position commencing Term 1, 2025, however, the start date may be negotiable for the candidate. This role carries a teaching load of 0.8FTE with Leadership Level 2 allowance.

Role Responsibilities

- Provide inspiring leadership of the Visual Arts program 7-12, so as to build the breadth, depth and quality of the study of Visual Arts at Queenwood.
- Advise the Principal on the growth and development of the Visual Arts curriculum in accordance with the School's strategic objectives.
- Implement a consistent approach to the development, programming and teaching of Visual Arts for Queenwood students 7-12.
- Ensure that Visual Arts at Queenwood is a beacon of excellence, developing the abilities and interests of Queenwood students.
- Lead and manage the Visual Arts staff.
- Develop policies and procedures to ensure the smooth running of all aspects of the Visual Arts curriculum.
- Work collegially to the support academic and cultural life of the School.
- Work collaboratively with the Head of Design and Technology to develop cohesion and integration where appropriate.

- Provide a role model of professional behaviour including quality teaching, positive approach, appropriate professional conduct and high level administration duties.
- Manage and administer budgeting requirements for the Visual Arts curriculum.
- Manage the planning and set up of exhibitions for display of 7 – 12 Visual Arts works as required.
- Oversee the development and implementation of the 7 - 12 Visual Arts program in compliance with NESA and IBO requirements.
- Ensure that the day-to-day administration of Visual Arts is efficient and that systems, resources and equipment are well maintained.
- Develop and document the scope and sequence of the Visual Arts program across the senior school 7 - 12.
- Collaborate with teachers in planning, teaching and evaluating teaching.
- Participate in the determination of educational goals, policies and programs for the school.
- Lead and supervise the Queenwood professional review and development process for the Visual Arts staff on an annual basis.
- Supervise the NESA teacher accreditation process for any Visual Arts teacher seeking Proficient Teacher accreditation.
- Keep abreast of current teaching and learning strategies, curriculum developments and technologies.

Experience and Expertise

- Outstanding record as a classroom Visual Arts teacher. IB Visual Arts experience would be an advantage.
- Demonstrated ability to develop Visual Arts programs, managing the associated administrative requirements and managerial demands.
- Demonstrated ability to adapt to changing circumstances in order to lead a Visual Arts team through change in strategic direction.

Qualifications

- Extensive experience as a Visual Arts teacher.
- Appropriate formal qualifications in teaching of Visual Arts.

Personal Attributes

- Infectious passion for Visual Arts in education.
- Excellent communication skills both written and oral.
- Engenders mutual respect with students, staff and parents.
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school.
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand.
- Model and promote lifelong learning.
- Highly motivated individual with a strong 'can do' attitude.
- Dedicated to creating opportunities for the development of Visual Arts as a central component of the Queenwood curriculum and beyond.



Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC & NESA number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Teaching Staff Application Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESA to teach in NSW.

Closing Date for applications is **9am, Friday 24 January 2025**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.