



HEAD OF SCIENCE

JOB & PERSON SPECIFICATION

MARCH 2026

Head of Science



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Permanent Full-time
Normal Hours:	Full Time 1.0 Position
Classification:	Teacher (Band 2 Level 3 Position of Responsibility allowance is paid in addition to the salary) under the St John's Grammar School Enterprise Agreement.
Area of Responsibility:	Science
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Head of Learning and Curriculum

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Head of Department will be a visionary educator who is responsible for leadership and management of the department. They will create and deliver authentic, relevant and exciting learning experiences and opportunities that complement the curriculum and will help open career and further study pathways.

They will keep abreast of research in learning and teaching, including curriculum design, pedagogy, student engagement, education theory and subject content. The Head of Department will actively work to build a collegial team of staff within the department and will promote the learning area within the school community of students, parents and staff.

A key responsibility of the Head of Department is to lead the design, development and documentation of curriculum for the relevant subjects within the Department. This includes oversight of the scope and sequence of learning for each subject from Years 7 to 12, ensuring the curriculum reflects a carefully designed learning program with the aim of achieving the best possible learning outcomes for all students.

The Head of Department for Science is responsible for subjects relating to the study of Science in the Middle and Senior Schools, including Biology, Physics, Chemistry and Psychology. This encompasses developing students' skills and knowledge in the acquisition and application of scientific knowledge, scientific investigation, and communicating scientific understanding. Needs to oversee the Laboratory staff and the management of laboratory resources.

Learning to Soar

Working Relationships

The Head of Department works with all Secondary Staff and is responsible for leading departmental staff.

Position Responsibilities

The **Head of Department** has the following roles:

- Lead department staff to excellence as a team as well as individual contribution.
- Work closely with colleagues to develop the curriculum, as well as the teaching and learning program for each class.
- Actively contribute to the Curriculum Development Group to help shape the School's curriculum and teaching development in collaboration with the Leader of Learning and Curriculum.
- Support the development and maintenance of a best practice WHS culture within the workplace.

General teaching role

- A teaching role from Year 7-12 (refer to "Secondary Teacher" position description).
- A pastoral role with an assigned Home Group.
- Contribute to an assigned extra-curricular activity within the School.
- Promote St John's Grammar School.

Curriculum

- Clearly document curriculum from Years 7 to 12, aligned to Australian Curriculum and SACE, including pedagogies associated with the school's foci.
- Differentiate programs and assessment strategies, as necessary, to meet a range of student needs.
- Effectively integrate technology into teaching and learning.
- Work with all staff to ensure our Soaring pedagogy is implemented in the most appropriate ways.
- Monitor and evaluate curriculum on a regular basis.
- Work with staff who teach other subjects in the development of interdisciplinary units, or in developing joint programs where appropriate.
- Review the implementation of school policy within the Department, ensuring that guidelines are clearly established to deliver the curriculum to a high standard.

Staff

- Engage, lead and manage department staff to work as a high performing team.
- Monitor and encourage teachers in the department in their professional learning. Provide feedback to staff and help them manage their professional growth.
- Be a mentor, particularly to new staff, reflecting Best Practice pedagogies and knowledge of curriculum content.
- Provide advocacy on behalf of department staff as necessary.
- Make recommendations to the Leader of Learning and Curriculum about staffing and timetabling.
- Be actively engaged in managing the performance of staff and for monitoring that appropriate standards of teaching, assessment, reporting and behaviour are followed.

Organisation

- Write an Annual Department Improvement Plan for the Learning Area.
- Be responsible for the ordering of equipment, resources and materials.

- Prepare annual budget submissions for the department and monitor the spending of allocated funds.
- Monitor and maintain physical teaching spaces and ensure they facilitate learning and that they are safe places for learning in accordance with WHS policies.

Assessment

- Ensure assessment and reporting procedures are carried out effectively, in accordance with school, Australian Curriculum and SACE Board policy.
 - Highlight the importance of quality feedback to students and model examples.
-

Candidate Profile

Qualifications

- Relevant tertiary qualification
- Registered teacher status

Experience

Essential

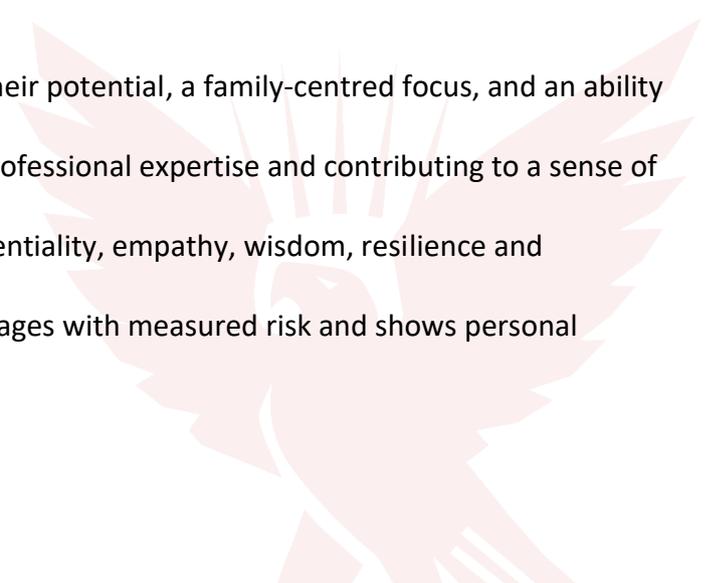
- Exceptional teaching record with the ability to produce outstanding outcomes for all students.
- Demonstrated self-awareness and a commitment to ongoing professional learning for self and staff.
- Experience teaching to Stage 2 level within the Department.

Desirable

- Experience in a similar role or demonstrable potential to succeed in a leadership role.
- Experience in building a connected school community, positive culture, student welfare and pastoral care programs.
- Experience in working with students who have a variety of learning, social and psychological needs.
- Experience in embedding ICT in learning experiences.
- Experience with CANVAS or similar Learning Management System.
- Demonstrated understanding of the legislation and policies of governments as they impact on schools.

Skills and Abilities

Essential

- A strong desire to guide all children to reach their potential, a family-centred focus, and an ability to relate to all age groups.
 - The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
 - Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian values.
 - An ability to advocate on behalf of others, engages with measured risk and shows personal courage.
- 

Desirable

- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
 - The ability to demonstrate spiritual leadership by example.
-

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
 - Participate in an annual review of performance in the role and review of this Position Description.
-

Tenure

- Position of Responsibility (POR) is tenured for 5 years with option for renewal based on mutual consent (Substantive teaching position remains permanent).
-

B Manifold

PRINCIPAL

St John's Grammar School

February 2026





HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Andrew Reed or Justin Hinora on (08) 8100 8848.

Please Note

Your application will be automatically acknowledged by a return email.