



## Head of Faculty, Early Childhood Education

Opportunity in Sydney

### The role

The Head of Faculty will provide academic leadership to the Higher Education courses in their discipline. They are responsible for course content and delivery, leadership of academic staff; development and refreshment of all teaching materials and curriculum; and the pastoral care, academic standing and oversight of teaching for students enrolled in their faculty.

The Head of Faculty for Early Childhood Education will coordinate academic staff and work as directed by the Dean for the employment, development, and management of their faculty. They will work to meet regulatory requirements in conjunction with the Compliance Manager. The Head of Faculty will contribute to the academic needs and requirement of the Institute and cultivate and manage existing relationships with industry. Responsibilities of the role include:

- Oversight the daily operations of the entire faculty, across all campuses
- Coordinate academic operations within Ikon's guidelines, policies and practices to achieve its performance objectives.
- Uphold Ikon's pedagogical standards and approach.
- Ensure that Academic operations are in accordance with AQF, ESOS, National Code and CRICOS.

### Specifically, detailed duties include:

- Teaching, within the Field of Study, as scheduled and as determined in conjunction with the Dean.
- Regular coordination with Student Services Group and Quality Assurance Team and also with the Domestic and International Admissions Teams where pertinent.
- Involvement where required in the Human Resources Management functions of the Group.
- Ensure WH&S practices are maintained in alignment with Government Regulations.
- Enable cross department/campus meetings to ensure communication, feedback and development and maintenance of high-quality work processes.
- Manage relations with external associates, including benchmarking partners; MoU partners; teaching and placement partners.
- Promote Ikon on a national and international stage through networks and professional bodies.
- In cooperation with the Dean, ensure adherence by students to policy and procedures and address first level student complaints and concerns.
- In consultation with the Dean, ensure that students have access to an extensive range of support services which enable high-quality student outcomes.
- Provide well informed advice to the management team on all facts of the Faculty operations. Ensure consistency of approach and a thorough understanding of all operational practices.
- Organise or participate in student orientations, Open Days and Information Sessions, graduations and other student events.
- Act as a leader in the Ikon Scholarly Activities Circle. Encourage and mentor others in methods and forms of Scholarly Activity. Promote opportunities for other members of faculty to undertake Scholarly Activities, especially related to Education or to the Field of Study.

### **Qualifications and skills**

- Ph.D. preferred, or a master's degree as a minimum, completed in a directly related Field of Study.
- A minimum of 5 years and preferably 10 years or more of practising experience in a directly related Field of Study.
- A minimum of 5 years and preferably 10 years or more experience as a lecturer or leader in a tertiary education provider.
- Previous operational coordination, management or leadership experience preferred.
- Passion for education.
- Willingness to undergo a Working with Children check and National Crime check.

### **Diversity & Inclusion**

We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

### **About Ikon Institute of Australia (“Ikon”)**

Ikon Institute of Australia ABN 95 112 989 581 is an exciting and unique private higher education provider (PRV14055), part of the ASX-listed UCW Limited group.

Ikon delivers qualifications throughout Australia in the areas of counselling and psychotherapy, arts therapy and community services. Its higher education qualifications include a Diploma, Associate Degree and Bachelor of Counselling and Psychotherapy and a Diploma, Associate Degree and Bachelor of Arts Therapy. Additional undergraduate programs are currently being developed in early childhood education.

### **About UCW Limited (UCW)**

UCW is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

### **Please note:**

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.
- Please apply by your resume and a covering letter demonstrating your achievements in a similar role to [kelly.skiba@alg.edu.au](mailto:kelly.skiba@alg.edu.au).