



HEAD OF ENGLISH

PROFESSIONAL DUTIES STATEMENT

Reports to:	Dean of Academics (Years 7-12)
Classification:	1.0 Full Time Equivalent
Term:	5 year appointment
Key Liaisons:	Director of Senior School, Director of People and Culture, Dean of Pedagogy & Innovation, Dean of Student Wellbeing, Heads of Department. Assistant Head of Departments (Pedagogy & Innovation) and English Department staff (teachers and technicians)

Position Purpose

The Head of Department provides educational leadership within the English Department and the wider school community. He or she is accountable to the Director of the Senior School through the Dean of Academics for the efficient and effective management of the Department.

Responsibilities are to be carried out in accordance with the School ethos, values, policies, priorities and procedures and within negotiated industrial Awards and Agreements.

ESSENTIAL CRITERIA

- i) Education & Training
 - Completed successful tertiary studies in an area relevant to this position and a recognised teaching qualification
 - Be a registered teacher in Western Australia (or eligible for registration)
 - Leadership experience within an educational environment is desirable
 - Previous experience in the successful delivery of curriculum related activities in a school

- ii) Skills, Abilities and Personal Attributes
 - Proven interpersonal qualities and skills necessary for close cooperation with members of staff, parents, students and other members of the school community
 - Proven ability to work collaboratively and energetically within a dynamic organisation
 - Demonstrated excellence in the area of current and emerging educational developments in English, and information technology to enhance teaching and learning environments
 - Proven ability to encourage and promote an appreciation of English in the School community
 - Demonstrated excellence in classroom teaching especially with regard to teaching and learning strategies
 - Proven capacity to lead, mentor and offer professional support to teachers
 - Possess self-motivation, creative endeavour and a willingness to accept responsibility
 - Be proactive/show initiative
 - Possess excellent written communication skills

- Be committed to one's own continued self-improvement through professional learning and participation in professional association activities

iii) Additional Requirements

- Commitment to cocurricular life of the School
- Commitment to upholding Anglican Christian values
- Current Police Clearance
- Current Working with Children Check
- Registration with TRBWA
- Other duties as required by the Dean of Academics (Years 7-12)

RESPONSIBILITIES & TASKS

KEY AREAS OF RESPONSIBILITY

- Classroom teaching and enrichment/extension activities in English
- The ongoing improvement of student outcomes in English
- Contributing and leading the improvement of teaching practice and support staff performance in accordance with the School's Performance Review documentation
- Lead, mentor and instil in staff a commitment to learning as a lifelong process and to professional growth
- Fostering an appreciation of English throughout the School
- Managing the human, financial and physical resources of the Department in ways which meet the School's educational objectives
- Contributing to the development and implementation of school-wide policies, programs and procedures
- Fostering the Anglican ethos of the School

SPECIFIC AREAS OF RESPONSIBILITY

Learning Environment

- undertake classroom teaching
- develop a collaborative and reflective culture that values excellence and respects the individuality of learners
- promote and demonstrate excellent teaching practice as outlined in the School's Performance Review documentation to improve student outcomes and support professional growth of staff
- lead and mentor teachers in the Department to support and facilitate their work which may include classroom observation and coaching
- develop and implement differentiated learning strategies and modified programs within the Department to promote high self-esteem and to cater for students' needs
- proof read semester reports at the Departmental level according to the St Hilda's Report checklist
- communicate effectively with staff, students and parents

Curriculum Management

- oversee and manage the development and implementation of curricula, including the Australian curriculum and SCSA syllabus documents (7-12)
- manage the monitoring of individual student outcomes and the effectiveness of the various English programs; the assessment and reporting of individual student progress, and relevant moderation and comparability processes (7-12)
- lead, develop and manage English marksbooks within the learning management system SEQTA
- manage the evaluation, selection and allocation of curriculum resources within the Department
- promote and maintain awareness of current educational developments in teaching and learning in English
- evaluate and disseminate information and facilitate the incorporation of new and emerging ideas in English which are aligned with the School's Strategic Focus
- provide advice about the selection of courses by students in the area of English
- promote a wide range of extension and enrichment activities relating to English in the School

Staff Supervision

- supervise all staff (academic staff and support staff) in the Department including delegation of roles and responsibilities
- lead and facilitate a collaborative culture within the Department which is focused on improvement at the School and Departmental level, including collaborative development of teaching/learning resources
- liaise with the Director of People and Culture to provide advice and support to staff about professional and work-related matters including professional learning and conducting performance review
- promote the self-esteem and morale of staff members and encourage them to work as a team
- liaise with the Director of People and Culture (academic staff) regarding the employment and recruitment of staff members to the Department
- assist and support the induction of all English staff members to the School including Occupational Health and Safety procedures and legislations
- engage in professional reading and direct staff to sources of interest

Strategic Planning

- develop and implement processes for longer-term planning within the Department in accordance with school-wide strategic plans
- contribute to school-wide planning, implementation and review
- promote the School in the wider community by representing English in relation to educational and innovative issues

Resource Management

- liaise with the Dean of Academics to allocate classes to staff within the Department
- manage departmental budgeting processes and finances and liaise with the Director of Finance and Operations
- oversee and manage the provision and use of physical resources for the effective operation of the Department
- ensure that the requirements of the Occupational Health and Safety legislation are met within the Department
- ensure that policies and procedures relating to risk assessment and compliance are met within the Department
- liaise and negotiate with senior staff about wider policy issues that affect the Department

Professional Learning

- keep up to date with curriculum and technological innovation and resource development
- contribute to Professional Learning programs and sustain active professional reading. Attend appropriate seminars and courses
- maintain active involvement in professional organisations that contribute to professional learning in teaching and educational administration

Service and Teamwork

- serve as a good ambassador of the School which includes conducting oneself in accordance with the professional standards of the School
- take an active part in the general life of the School — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the School
- maintain professional confidentiality concerning information about staff and/or students
- operate as a 'team player' fully supportive of the Principal, Executive and the School

Employee Name: _____ Employee Signature: _____ Date: _____