



HEAD OF ENGLISH

Reports to Head of Learning and Teaching

Position:

The Head of English will be an encouraging, supportive, leading teacher who is role model in providing academic excellence within this subject area. The Head of English will be responsible for maintaining and enhancing the delivery of English across the College.

Personal Attributes:

The Head of English will have the following experience and skills:

- Tertiary qualifications in the relevant discipline
- Teaching experience and demonstrated capacity to lead the designated learning area
- The ability to model excellent teaching principles and practices
- A strong interest and expertise in developing curriculum within the learning area
- The ability and desire to integrate a distinctively Christian worldview into the curriculum and pedagogy of the Faculty
- Strong organisational skills
- Effective interpersonal and communication skills
- Demonstrated understanding of the needs of students in the learning area
- Demonstrated usage and commitment to e-learning technologies
- Willingness to develop personal knowledge of learning styles and theories

POSITION RESPONSIBILITIES:

Staff Management:

- Monitor and encourage the development of staff within the Faculty
- Act as a role model and resource for staff
- Delegate tasks to draw on and develop the strengths of other staff
- Provide support and encouragement to staff
- Lead, support and guide the teachers of their respective learning area in their section, and conduct regular meetings with them

Curriculum & Pedagogy:

- Maintain consistent standards of assessment and reporting across the learning area
- Ensure that curriculum documentation reflects both developments in the learning area and government requirements and is prepared, implemented, and evaluated in a systematic manner
- Develop exemplar documents and clear guidelines
- Develop scope and sequence documents for the Learning Area to ensure a cohesive approach to curriculum across the entire College.



- Provide guidance to staff on appropriate teaching methodology and suitability of curriculum material and textbooks
- To support and guide staff with the planning, development and evaluation of their programs
- Remain up-to-date with outside developments in teaching and learning in the relevant subject area(s). This may be through professional reading, further study, representation on professional organisations such as the VCAA, participation in networks, school visitations etc.

Management of Resources:

- Coordinate the acquisition of new resources for the sectional Department
- Work with teachers to prioritise needs for capital resources and advise future budget needs

Communication/Administration:

- Liaise with and attend regular meetings with the Head of Learning and Teaching
- Ensure that there is clear communication regarding curriculum between the Junior, Middle and Senior Schools
- Assist in the development of report templates
- Advise and supervise Faculty publications, report blurbs, student handbooks, Newsletter articles etc.
- Arrange regular meetings of members of Faculty
- Keep and distribute records of Faculty discussions and decisions