



Head of English

Position reports to	Deputy Principal – Teaching and Learning
Direct reports to position	Teachers of subjects in the English Department Years 7-12
FTE	FTE 1.0FTE (Admin 0.1/Teaching 0.9)
Classification	Southern Cross Grammar Enterprise Agreement 2017-21
Duration and Allowance	The teaching component of this position is ongoing, and the Head of English Position of Responsibility is tenured for three years.

Purpose of the Role

The Head of English will be reflective practitioner and show a deep commitment to learning. Opportunities for growth and improvement of your team, students and your own capacity will excite and motivate you. The role is for an ambitious leader committed to making an impact on teacher practice and student outcomes.

As a modern school with a commitment to personalised learning approaches, the Head of English will work with other learning leaders across the school, sharing and challenging one another's ideas. You will lead with a deep knowledge of English including up to date, evidenced based, pedagogical practices.

The Head of English will be responsible for the oversight and development of the Year 7-12 English curriculum, and will work collaboratively with the English teaching team in the creation and delivery of high-performing learning programs for students.

Key Aspects of the Role

- Provide clear and competent leadership for teachers working in the English Department.
- Promote a culture of high performance and innovative teaching practice across the English Department.
- Ensure that a sound knowledge of emerging trends in educational theory, learning theory, learning technology, student achievement, assessment and methodologies underpins all learning and teaching in the English Department.
- Work closely with staff in the provision of a challenging, balanced, relevant and differentiated curriculum for students studying English.
- Lead a culture of professional growth in the English Department to enhance the capacity of teaching staff to apply whole school initiatives and agreed practice, and to support teachers in their individual professional learning needs.
- Develop and review the curriculum, resources, feedback and assessment practices and targeted teaching and learning strategies across the department.
- Provide strategic leadership of professional development.
- Collaborate with the Head of Personalised Learning to plan for and provide data on individual student academic progress.
- Effectively communicate with the parents of students studying English.
- Manage the English Department budget to meet strategic objectives.
- Collaborate with the key staff and teams in the management and administration of the school's operations and events.
- Actively build professional networks with key external partners and professional associations.
- Undertake other duties as reasonably required by the Principal.



Key Contacts

- Principal
- Senior Leadership team members
- Staff and school community
- Subject Association/s.

Employment Conditions

- The teaching component of this position is ongoing, and the Head of English Position of Responsibility is tenured for three years.
- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the Southern Cross Grammar Enterprise Agreement 2017-21.
- 2017-21 VIT Registration.
- Qualification/s in Education.
- Current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training.
- Southern Cross Grammar is an equal opportunity employer.
- Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff are required to comply with the Child Safe Code of Conduct and the School Child Safe Policy as amended or varied from time to time.

Key Capabilities

- Confident in working autonomously and in a team setting to produce quality outcomes for students.
- Clear sense of personal accountability.
- Exemplary teacher with demonstrated understanding of curriculum design and pedagogy including the integration of appropriate technologies which embrace best practice principles of learning and teaching across years 7 – 12.
- Experience in leading teams and the capacity to develop co-operative working relationships which promote excellence in teaching and learning.
- High level of positive initiative.
- Effective time management strategies and the ability to prioritise workload.
- Effective management and administration skills.
- Genuine interest in the School, students and families in the School Community.