



## Senior School Position Description

### Head of English

POL Level 3

#### The Role:

Heads of Department are responsible for all student learning outcomes in their department. The focus of the Head of Department will be to ensure that high quality learning is occurring by setting annual departmental goals, coaching, mentoring and appraising staff, making regular visits to classrooms and working closely with staff to ensure on-going professional development and improvement. The Head of Department is also responsible for overseeing the quality assurance of all programs in the department.

#### Reports to:

Heads of Department report to the Senior School Director of Learning. They are required to work collaboratively with the Head of Senior School, the Deputy Head of Senior School, the Director of Learning, other Heads of Department and the teachers working within their curriculum department.

### Key responsibilities and Accountabilities

#### General Leadership and Administration Requirements

##### Lead

- Show a commitment to improving teaching and learning by demonstrating exemplary teaching practice.
- Demonstrate a sound and current understanding of the AITSL 'Australian Professional Standards for Teachers', including being familiar with the resources and evaluation tools made available by AITSL.
- Lead initiatives within the Department to evaluate and improve teacher knowledge of content and teaching strategies.
- Monitor and where possible support the wellbeing of Department colleagues.
- Model exemplary skills in leading colleagues to select, create and evaluate resources.

##### Administer

- Actively participate in Head of Department Meetings and inform Department members of relevant matters.
- Organise and lead Department Meetings. Publish an agenda prior to the meeting and upload minutes into the appropriate online area.
- Liaise with the Daily Organiser, regarding the placement of student teachers.
- Provide work for classes in the event that an absent teacher has failed to do so.
- Advise the Instructional Programme Co-ordinator with respect to timetabling as required.
- Be on the selection panel for new staff members as required.
- Ensure that the Department is compliant with VCAA and/or IBO requirements.
- Contribute to 'The Bell' the annual College magazine.

#### Curriculum

##### Lead

- Lead processes to evaluate the effectiveness of teaching programs using research, context specific knowledge of how students learn and other forms of evidence such as student assessment data, curriculum documents, and feedback from parents, students and colleagues.
- Lead colleagues to evaluate the effectiveness of learning and teaching programs which differentiate to cater for the specific learning needs of students across the full range of abilities.
- Be familiar with innovative developments in teaching and learning and where appropriate, facilitate and oversee their implementation.

### **Administer**

- Ensure all curriculum delivered within their departments is appropriately documented and mapped against the Australian Curriculum, Victorian Curriculum and Assessment Authority requirements or International Baccalaureate Organisation requirements.
- Review Vertical Curriculum offerings in collaboration with teachers. When required, submit requests for the addition, removal, modification of Vertical Curriculum units.
- Assist the Director of Learning, VCE and IB co-ordinators with audits and reviews.
- Liaise with the VCE and IB co-ordinators regarding assessment details, dates and the analysis of data.
- Assist the DOL, VCE and IB co-ordinators with the annual publication of the College Curriculum Documents (Bridges, VCE supplement, IB supplement).
- Provide initial approval to excursion and incursion requests.
- Where appropriate, order VCE and IB trial examination papers.
- Appoint unit co-ordinators at the beginning of each semester.
- In collaboration with unit co-ordinators, ensure students are provided with unit outlines and assessment summaries at the beginning of each semester.

## **Assessment and Reporting**

### **Lead**

- In compliance with school policies, evaluate department assessment policies and strategies to support colleagues to use assessment data to diagnose learning needs, to comply with curriculum, system and/or school assessment requirements and to use a range of assessment strategies.
- Lead and manage the progressive reporting process within the Department by ensuring the accuracy of reporting tools (i.e. rubrics) and the effectiveness of feedback and advice given to students and parents.
- Ensure assessment is being administered appropriately within the department. When needed, lead a review of assessment within the department.
- Lead and evaluate moderation activities that ensure consistent and comparable judgements of student learning to meet curriculum and school or system requirements.
- Co-ordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice.

### **Administer**

- Review and ensure the accuracy of semester report templates.
- Liaise between Department members and the DOL with respect to the reporting process.

## **Technology**

### **Lead**

- Lead and manage the use of technology in teaching and learning. From time-to-time this will require Heads of Department to work directly with staff in supporting them to develop ICT skills.
- Identify opportunities and encourage Department members to further develop technical skills and to apply them in innovative ways.
- Lead staff in ensuring the Minimum Online Presence (MOP) is being met as directed by the Principal.

### **Administer**

- Maintain a Department area within the most current online medium.
- In collaboration with unit co-ordinators, ensure that course templates are up to date. This includes overseeing the 'Close of Course Protocol' (CCP), which ensures course templates are reviewed prior to the end of each semester.

## Professional Development

### Lead

- Initiate collaborative relationships to expand professional learning opportunities, engage in research, and provide quality opportunities and placements for pre-service teachers.
- Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning.
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- Inviting peer observations of their own classroom teaching practice and encouraging other staff to participate in peer observation.
- Support and nurture collegial relationships within the Department.

### Administer

- Assist the Director of Learning to identify Department training needs.
- Disseminate professional publications and information, regarding PD opportunities.
- Assist with the approval process, for PD requests.
- Foster a collegial forum in Department meetings for teachers to share professional development experiences with their colleagues.
- Ensure all new staff in the Department are taken through the 'Induction Process'. This requires ongoing assistance and support of new staff members to settle into their teaching role.
- In conjunction with the Director of Learning, assist and support first year teachers in their professional practice. This requires the HOD to support the new teacher in meeting all Victorian Institute of Teaching (VIT) obligations.

## Child Safe Practices

- Ensure curriculum offerings and teaching and learning practices within the Department are inclusive of and respectful towards the safety of children with a disability, Aboriginal and Torres Strait Islander children and children from a culturally and/or linguistically diverse background.
- Raise staff awareness of the practical implications of the Child Safe Policy especially in relation to staff interaction with students.
- Complete a risk assessment for all incursions, excursions, school camps and after school activities that are organised by the Department.

## Resource Management

- Manage the Department budget.
- Encourage ethical and sustainable resource use within the Department.
- In collaboration with the Department, organise, prioritise and submit Capital Grants applications.
- Authorise Department contributions to PD when relevant.
- Order and manage curriculum support materials and stationary. Liaise with the Department and the LRC Manager to ensure Department members are equipped with the appropriate resources.
- Assist with the College Booklist process.

**Undertake any other duties as directed by the Principal.**

## Department Specific Responsibilities (English)

1. With respect to the Year 7 accelerated unit ENB70, oversee the creation of the examination and facilitate the selection process. Following the selection process, notify parents of the outcome for their child (via letter), and the Instructional Program Co-ordinator of successful candidates for timetabling purposes.
2. Facilitate the class lists for alternate VCE English classes at both Year 11 and 12.
3. In collaboration with the department, facilitate the selection process for novels in Levels A - E English units.
4. In collaboration with the department, develop, maintain and undertake reviews of IB English Literature booklist.
5. Establish and maintain a bank of examinations and exemplars on the KICOnline department page for ongoing subject specific internal Professional Development.
6. Liaise with external invigilators, assessors and examiners for after school SACs and mid-year holiday trial exams.

## Selection Criteria

### **Leading Teaching & Learning**

Capacity to create a positive “culture of challenge and support” enabling effective teaching that promotes enthusiastic and independent learners committed to lifelong learning.

### **Develops Self & Others**

Capacity to work with and through others to build a professional learning community that is focussed on continuous improvement of teaching & learning.

### **Leads Innovation, Improvement & Change**

Capacity to work with others to produce and implement clear evidence based improvement plans and policies for the development of the College