



BROUGHTON
ANGLICAN COLLEGE

Position Profile

Head of English

Full-Time

Summary

Broughton Anglican College is a leading Pre Kinder to Year 12 Independent School in the Macarthur region and provides exceptional educational opportunities to more than 1,000 students. Staff enjoy an innovative teaching environment with supportive peers, students and parents.

Head of English

This position is a full-time permanent position commencing at the beginning of the 2020 academic year.

The Head of English is responsible for curriculum matters relating to the development and delivery of the Teaching and Learning Programs for English from Years 7-12.

The Head of English has the responsibility for implementing the programs, policies and strategies of the College and those determined by the Headmaster, the Headmaster's Executive, the Senior School Management Team, Wellbeing-Team and the Curriculum Team.

The Head of English will be responsible to the Headmaster through supervision by the Head of the Senior School.

The Head of English is a member of the Senior School Management Team and the Senior School Curriculum Team.

The Head of English will have oversight of the staff delivering the courses allocated to the English faculty. These courses include:

Stage 4 and 5 English

Stage 6 English Standard, English Advanced, English Extension 1 and English Extension 2.

As the College is a child safe organisation, the successful candidate will be required to provide a NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to teach in NSW schools.

The successful candidate is expected to provide evidence that they are a financial member of the NSW Education Standards Authority (NESA) and that their accreditation is current.

The successful candidate will be required to provide evidence that they are an active member of a Bible-based church.

Core Values

- A committed Christian active in the life of their church.
- Supports the College's vision of a Christian evangelical comprehensive P-12 College.
- Conducts themselves in a manner in keeping with the College ethos at all times.
- Has the ability to lead the English Faculty to ensure that the College provides quality education across all relevant stages and subjects.
- Has a strong interest and desire to work with adolescents.
- Has exceptional communication and relational skills with adolescents, parents, co-workers, College and the community.
- Has knowledge of relevant compliance requirements in schools.
- Upholds the College's expectations, code of conduct and protocols.

Core Responsibilities

The Head of English should:

- be an outstanding educator with a passion for, and understanding of, working with children and adolescents
- demonstrates the integration of an authentic Christian faith with learning and teaching to help students develop an understanding of the Gospel, whilst adhering to the Christian ethos of the College
- demonstrate an understanding of the educational needs of 21st century students
- demonstrates an understanding of how students construct knowledge and the development of teaching and learning practices that allow for a differentiated curriculum, which caters for the diversity of learning needs present in the College
- lead innovative education practices within their faculty
- develop quality curriculum programs
- provide effective pastoral care to both students and staff
- lead and enable the professional development of their staff
- manage the administration tasks, resources and budgets allocated to the faculty
- support cocurricular activities of the College.
- be responsible for all areas of compliance and administration relating to their faculty.
- develop, implement and monitor systems to meet the appropriate accountability requirements of the College and external organisations.

Innovative Educational Leadership

The Head of English will be required to:

- lead the English Faculty by working with and liaising between, students, staff, other school leaders and parents to maintain and develop high academic standards

- lead their Faculty Team in the development and implementation of innovative learning and teaching practices including approaches to e-learning through new technologies.
- be a curriculum leader and provide specialist or consultant assistance to their Faculty Team.
- communicate enthusiasm for learning and teaching by demonstrating diligence and commitment in content knowledge, classroom management, assessment and reporting of student achievement and the nurturing of students' talents.
- develop strategic plans and prepares briefings for management on new initiatives.

Curriculum

The Head of English will:

- work in consultation with the Dean of Studies – Senior School to oversee the development, implementation, supervision and evaluation of Teaching and Learning Programs, assessment and reporting (Years 7-12), which meets the requirements determined by internal and external organisations.
- be responsible for all curriculum areas (Years 7-12) in subjects within the Faculty.
- develop and implement strategies to monitor student engagement and academic achievement in subjects within their faculty areas. Strategies should include, at a minimum, an analysis of data (RAP package, HSC Analysis package, Assessment results, NAPLAN).
- communicate with parents and students regarding issues including academic progress, work ethic and behaviour.
- develop, review and update the Faculty Handbook which describes the practices and procedures of the Faculty.
- be responsible for the development and maintenance of their Faculty's resources and budget.
- support the curriculum team to integrate effective practices to build student literacy by integrating appropriate teaching strategies across the different KLAs.

Student Wellbeing

The Head of English should:

- actively encourage students to be involved in cocurricular and House activities, model positive encouragement of students through the Student Reward and Merit System and monitor the use of disciplinary measures, upholding the school's expectations, behaviour code and stated protocols
- work in consultation with the Head of the Senior School to ensure that the elements of the Wellbeing Program are considered in the development of the Curriculum Program.

Professional Development

The Head of English should:

- establish a culture of a learning community within the Faculty
- ensure their Faculty Team are given appropriate training and support in the various subjects within the Faculty area and in the development of Intervention and Enrichment Programs, Learning Support, Information Services, Christian Ministry and Curriculum
- develop and implement an appropriate Induction Program for new teachers in the Faculty
- implement Staff Development Programs developed by the College
- work in consultation with the Director of Teaching to assist staff to achieve and / or maintain their Proficient accreditation with NESAs
- work in consultation with the Director of Teaching to assist staff to achieve Experienced Teacher accreditation with the Independent Schools Teacher Accreditation Authority
- encourage staff to achieve the higher levels of accreditation with NESAs
- assist staff in the development of reflective practices relating to professional performance
- mentor staff to develop individual professional development plans through a variety of strategies
- mentor staff using the Australian Professional Standards for Teachers and AIS Experienced Teacher descriptors
- encourage staff to participate in professional development opportunities through inservicing, post graduate studies, professional networks and professional organisations.

Administration, Finance and Resources

The Head of English will be responsible for the:

- oversight of the organisation and facilitation of their Faculty, including the implementation of all Policies and Protocols
- development, review and updates of a Faculty Handbook, which describes the practices and procedures of the Faculty
- development and maintenance of their Faculty's resources and budget.

Cocurricular

The Head of English will:

- be involved in cocurricular activities within the College and actively supports whole College initiatives.

- support and assist staff members who take responsibility and / or are involved in the College's Public Speaking and Debating programs
- be willing to attend at least one camp per year, if requested by the Head of the Senior School.

Other Duties

The Head of English should be willing to undertake any other duties as determined by the Headmaster.

Work Health and Safety (WHS)

The Head of English will:

- take responsibility for ensuring compliance, as outlined by the relevant authorities and legislation, in their Faculty teaching and learning spaces
- have an awareness of matters relating to Work Health and Safety Legislation and its implementation
- undertake appropriate training to ensure safe work practices as required by the College
- take reasonable care for the health and safety of staff and students with whom they work
- cooperate with the College as necessary to ensure the College maintains a safe workplace
- notify the College of any matters of concern to ensure that it maintains a safe workplace.

Details of Employment

- This position is responsible to the Head of the Senior School 7-12 and the Headmaster.
- The Head of English will teach 35 fifty (50) - minute periods across a two (2) - week timetable plus be a House Tutor and undertake other duties as determined by the Head of the Senior School or Headmaster.
- The salary will reflect the salary that is appropriate for their training and accreditation plus the Coordinator 2 allowance under the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement.
- The Head of English position is subject to an annual performance review under the College's Professional Performance Review Process.