



Scotch College Adelaide is an Early Learning to Year 12 co-educational day and Boarding College, which aims to develop all aspects of each person to instil the capacity for life-long learning and a sense of community.

Scotch College is a high quality, learning organisation that:

- Respects its Scottish heritage
- Pursues and expects quality
- Understands the need for agility
- Values diversity and global connectedness
- Prioritises excellence in teaching and learning outcomes

Key to the achievement of this vision is the College's strategy of attracting and retaining the Best People.

## POSITION DESCRIPTION

<b>Position name</b>	<b>Head of English</b>
<b>Employment Status</b>	Permanent (1.0 FTE)
<b>Tenure</b>	5 Years
<b>Teaching load</b>	0.8
<b>Key Relationships</b>	Reporting to the Deputy Principal, Director of Teaching and Learning, the Head of English will need to maintain collaborative relationships with faculty staff, academic leaders, parents and external stakeholders.

### Position Objective:

The Head of English is responsible for providing leadership and general coordination of the English Faculty. This includes curriculum planning; monitoring and review of the faculty; staff management; workplace health and safety, coordinating the activities and professional learning of Faculty staff; and representing the Faculty within the College and externally.

### Position Overview:

The Head of English is responsible for leading a faculty of up to 12 teachers, and will be responsible for the development, delivery, promotion and growth of English and EAL at Scotch College from Year 7 - 12. Championing the implementation of teaching strategies to support the delivery of the learning objectives and best practice educational outcomes are vital in this role.

### Key Responsibility Areas:

#### 1. Leadership

- Lead and be accountable for all activities within the English Faculty, including EAL.
- Make decisions in accordance with the College's delegations of authority.
- Set and aspire to achieve standards of excellence in student outcomes and teacher performance.
- Lead in a way that articulates, supports and furthers the College's strategic vision.
- Support and promote the integration of wellbeing throughout the College.
- Appreciate, respect and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture.
- Model positive behaviours, which support the College's Code of Ethics and Core Values.
- Determine strategic and operational priorities for English, in line with the College's vision.
- Represent the College and participate as a member of internal and external committees and organisations.

- Oversee and manage the English budget, in liaison with the Deputy Principal, Director of Teaching and Learning and the Chief Operating Officer.
- Prepare an annual report for the Principal and Council in relation to the English Faculty.

## **2. Curriculum Leadership & Student Assessment**

- Promote and implement practices and initiatives that support and encourage the achievement of academic excellence and the all-round development of students.
- Maintain an up-to-date knowledge of national and international trends and developments in English curriculum programs.
- Liaise with Faculty staff to share ideas and consider new or potential curriculum opportunities in order that a dynamic and flexible educational offering is maintained, in line with the College's educational vision.
- Ensure that appropriate assessment plans and moderation tools are in place to meet ACARA and SACE requirements.
- Ensure that formative and summative assessment data is gathered in a timely and effective manner and oversee continuous reporting processes by all faculty members.
- Coordinate English and EAL Faculty learning and assessment plans.

## **3. Staff Management**

- Provide line management for faculty teaching staff.
- Assist with the recruitment, induction and appraisal process for direct reports, in liaison with Deputy Principal, Director of Teaching & Learning and Human Resources.
- Ensure that the performance of new English staff is appropriately reviewed and evaluated during the probationary period and that effective feedback is provided to the new staff & the Deputy Principal, Director of Teaching & Learning within the probationary period.
- Lead with exemplary practice, acting as a mentor to staff.
- Conduct regular meetings and reviews with direct reports and provide regular feedback regarding performance, including at least one formal appraisal meeting per year.
- Ensure that the professional learning undertaken by English staff is aligned with the College's strategic priorities and any specific goals identified during the performance management process in relation to the AITSL Standards.
- Support the ongoing professional learning of direct reports, identifying suitable opportunities in line with College priorities.

## **4. Teaching**

- Provide enrichment and differentiation activity that will support the outcomes of students.
- Model exemplary teaching practice.
- Conduct formal parent interviews in accordance with the College schedule and other parent meetings as required or requested.
- Participate in the annual appraisal process, which includes students' surveys twice a year.
- Be an active participant in the College's Professional Learning Program.
- Feedback to be given continuously to students using the College Learning Management System.

## **5. Work Health Safety and Wellbeing**

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

## **6. General**

- Contribute to the College's co-curricular program.
- Be a House Mentor.
- Attend all staff meetings.

- Be fully and actively involved in the life of the College, including community events, functions and promotional activities.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

## Key Selection Criteria: Qualifications, Skills and Experience

### *Essential experience*

- Capacity to create partnerships with institutions and organizations beyond the educational environment to ensure real life, high level input into our programmes.
- Leadership and an acknowledged record as an outstanding educator.
- Thorough understanding of contemporary student welfare and wellbeing practices.
- Ability to translate strategic plans and thinking into operational plans and priorities.

### *Essential qualifications, skills and knowledge*

- A Bachelor's Degree or higher.
- Current Certificate in Reporting Abuse and Neglect – Education and Care.
- Provide First Aid Certificate.
- Current Driver's Licence.

### *Highly Desirable*

- Masters of Leadership, or recognition as HAT or Lead Teacher status.
- Involvement in SACE moderation.
- Contemporaneous approach to the English curriculum with evidence of innovation and outstanding outcomes.
- Proactive interest in innovative and emerging strategies and technologies.
- Knowledge of budgetary and financial management processes.
- Ability to develop, promote and implement new and creative initiatives.

## Key Selection Criteria: Personal Attributes

- Proven ability to develop and maintain effective relationships with staff, students and parents from diverse backgrounds.
- Motivates and influences through communication and collaboration.
- A high degree of professional judgement and confidentiality.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.
- Demonstrated personal resilience, an ability to work in a demanding role, including work out of normal hours.

## Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.

## Finally

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.