



**Bacchus Marsh
Grammar**

Position Description

Head of English



Bacchus Marsh Grammar
South Maddingley Road, Victoria
Mailing Address
PO Box 214
Bacchus Marsh, Vic 3340

CRICOS No:02911M
Reg. No:1919
ABN: 24 128 531 078
Email: school@bmg.vic.edu.au
Website: www.bmg.vic.edu.au

POSITION DESCRIPTION

POSITION:	Head of English
ORGANISATIONAL UNIT:	Senior Teacher
POSITION STATUS:	Full time, permanent (37.5 hours per week)
CLASSIFICATION:	Experienced Teacher

POSITION OVERVIEW:

As a member of the Senior Teacher Leadership Team, the Head of English position is responsible for leading curriculum and teaching practices within the English area. This position will report to the Principal and have a secondary report to the Assistant Principal – Director of Teaching and Learning, with a secondary report to the Assistant Principal – Director of Literacy Education and Support and leads the development of a guaranteed, viable and sequential curriculum, by integrating modern curriculum developments within teaching and learning practices and the management of staff within the English area.

This role provides formative feedback and guidance to teaching staff within the English discipline area regarding effective teaching practices, aligned with Bacchus Marsh Grammar's Teaching and Learning Framework. Leading the instructional practice of a specific learning area requires effective communication with staff, students and parents, in relation to the learning area's teaching practices and curriculum content, consistent with Bacchus Marsh Grammars Strategic Plan and policies.

This role will use data to monitor and analyse the impact of teaching on student learning outcomes in English.

This role will also be required to produce an agreed accountability framework for results and results improvements in their discipline area, in consultation with the Assistant Principal – Director of Teaching and Learning and the Assistant Principal – Director of Literacy Education and Support.

ACCOUNTABILITIES

- To lead the learning area in a manner that is reflective of the Schools Strategic Plan and policies.
- To develop high-quality and consistent teaching practices through modelling and feedback.
- To interpret the Australian Curriculum and lead its implementation within the English discipline area.
- To develop short and long-term goals for the English discipline area, which reflect the sequential learning of students.
- To provide guidance to teaching staff to ensure scope and sequence is appropriate between Middle and Senior School.
- To maintain high standards of learning and teaching, assessment and reporting that is relevant, collaborative and future focused.
- To ensure appropriate monitoring of new staff.
- To be involved in the recruitment of staff within the English discipline area, as required.
- To foster and maintain collegial working relationships in a professional and safe environment.
- Monitor and provide quantitative and qualitative assessments of Teaching and Learning in the discipline area.

KEY DUTIES & TASKS

1. Teaching and Learning Management

Curriculum

- Develop and define curriculum within the English discipline area, including the scope, sequence and articulation of curricular elements.
- Collect and analyse data to monitor the impact of developed curriculum on student achievement.
- Model, support and encourage the incorporation of learning technologies to enhance student learning.

- Oversee curriculum documentation and mapping, to ensure compliance with School Policies and VCAA Study Designs. This includes SACs, SAT, examinations, handbooks, booklists, etc.
- Ensure current curriculum documentation, records and practices to ensure content is prepared for sudden Registration Inspection reviews.
- Conduct annual reviews by gathering relevant data obtained from Assistant Principals and analyse evidence about the quality of the learning areas programmes and evaluate and monitor academic results and staff performance in external tests.
- In collaboration with teaching staff within the English discipline area and other Heads of Discipline areas examine curriculum taught throughout the School, including looking at overlaps in curriculum between learning areas, and ensure that content and skills are complementary.
- Facilitate planning and assessment by establishing and monitoring Learning Teams at each year level.

Research and Pedagogy

- Ensure the continual improvement of pedagogy within the English discipline area through classroom observations, coaching and facilitation of professional learning.
- Keep abreast of State, National and International developments and share current research regarding effective pedagogy within the learning area and provide advice and make recommendations to the Director of Teaching and Learning and Director of Studies on implications of decisions and trends.
- Support learning enhancement programs and pedagogies that meet the diverse learning needs of students.

Innovation and Improvement

- Initiate, lead and manage the planning, delivery, assessment and continual evaluation of innovative education programs within the learning area, ensuring best practice in teaching methodology and curriculum.

2. Learning Area Leadership and Management

- Role model effective leadership and ensure the Schools vision, mission, values and goals are reflected.
- Actively monitor teaching and learning within the English discipline area in collaboration with the Director of Teaching and Learning and Director of Literacy Education and Development and conduct classroom observations to collect effective ideas, share techniques and provide feedback and guidance to teaching staff.
- Mentor staff within the Humanities discipline area regarding effective teaching practices, techniques and provide assistance to staff with instructional problems as required.
- Facilitate opportunities for collaborative planning sessions across the learning area.
- Plan, conduct and chair team meetings within the English discipline area.
- Maintain professional relationships with external professional associations.
- Assist the Senior Deputy Principal of School Operations with recruitment of vacant positions within the Humanities discipline area.
- Develop annual tasks and priorities, including goals and key performance indicators (KPI's) for staff regarding the English learning area's action plan. Oversee the implementation and monitor progress, in-line with the Learning Areas Action Plan timelines.
- Work closely with the Director of Teaching and Learning to:
 - Keep up to date any current issues to formulate strategies to reduce risks and implications to student learning;
 - Provide information regarding implementation of curriculum and department action plans;
 - Follow up on curricular decisions; and
 - Provide accurate, substantive feedback on teaching and learning in a timely manner.
- Provide data regarding the English discipline area for the School's annual report on following items:
 - Status of curriculum evaluation, development and implementation;
 - Status of learning area action plan; and
 - Status of staff development within the English discipline area.

3. Staff Management

- Manage and conduct orientation and induction processes for new staff to the English discipline area.
- In collaboration with Senior Deputy Principal, actively plan for and participate in staff professional developmental sessions.



- With guidance from the Senior Deputy Principal, supervise student teachers and actively participate in their learning.
- Provide the Principal with appropriate feedback on Teacher performance and effective strategies for improvement.

4. Finance

- Contribute to the formulation of the budget for the English discipline area and monitor and assume responsibility for the expenditure allocated.

5. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

6. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

7. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active & constructive manner.

8. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Director of Teaching and Learning. This position has a secondary reporting line to the Director of Literacy.
- **Direct reports to this position:** All teaching staff within the English discipline area.
- **Internal Relationships:** Principal, Senior Deputy Principals, Deputy Principals, Assistant Principals, Heads of Department, Year Level Coordinators, teaching staff and all other employees within the organisation.
- **External Relationships:** Students, parents and other external stakeholders, including discipline associations and VESS networks.

EXTENT OF AUTHORITY

- This senior position has a broad range of authority relative to the position to achieve the position objectives.
- This position is responsible for the successful management of the assigned learning area and associated activities.
- Guidance is provided in the form of broad policy direction or legislative requirements established through the vision and direction of the School Council and the Principal. This position will receive broad direction and informative feedback from senior stakeholders including the Principal and Vice Principal of School Operations.
- Any issues that involve working outside of the position description need the approval of the person to whom this position reports.

KEY SELECTION CRITERIA

Qualifications

- VIT registration.
- Tertiary teaching qualifications relevant to the learning area.

Demonstrated Experience and Skills

- Teaching experience relevant to the learning area.
- Teaching experience of VCE English, English Language or Literature highly desirable.
- A sound knowledge of the teaching pedagogies and practices relevant to the learning area.
- Demonstrated experience leading and managing a team.
- A proven record of monitoring, analysing and using data to improved student achievement.
- Active engagement with current pedagogical research.
- A proven record of implementing education programs.
- Experience leading and managing a range of curriculum processes.
- Highly developed interpersonal and skills, good negotiation and influencing skills, with the ability to communicate effectively with senior management, staff and parents.
- Strong organisational skills and attention to detail.
- Computer literacy and a degree of competency in the use of learning technologies.
- Proven experience in a similar position within a school environment preferable.

AUTHORISATION

Approved: _____

Andrew Neal
Principal

Date: _____

I, _____ have read and agree to abide by the requirements of this position description.

Signed: _____ Date: _____