



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Head of Learning – English (Acting 2025 and 2026)
Date established:	July 2024
Reports to:	Director of Teaching and Learning (7-12)

POSITION OVERVIEW

The Head of Learning - English will bring a thoughtful, professional, strategic, and innovative approach to our English program and inspire, support, and lead the English teachers in the School from Years 7 - 12. In this important leadership position, the incumbent will have direct responsibility for leading and supporting a teaching team in order to deliver exciting curricular opportunities for students..

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Relevant teaching qualification.
- Previous experience as a Teacher of English.
- Previous experience in a leadership role (desirable).

Competencies & Technical Skills

- Have a working knowledge and understanding of current curriculum and relevant subject content.
- Have a thorough understanding of program requirements and curriculum planning for students in years 7 to 12 (including those with learning enrichment needs).
- Demonstrate a comprehensive understanding of current educational issues.
- Exemplify outstanding classroom pedagogy.
- Be willing to take part in ongoing performance reviews.
- Possess highly developed interpersonal and communication skills.

- Demonstrate outstanding behavioural management strategies for students.
- Demonstrate current practice in the field and a passion for technology.
- Show a proven ability to effectively engage students.
- Have the ability to modify instructions to cater for the individual learning needs of students.

Personal Attributes & Values

- Demonstrate the ability to effectively collaborate with other teachers, and work as part of a team.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on Child well-being.
- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be a committed, enthusiastic and innovative member of staff.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Possess excellent communication and interpersonal skills including team building and mentoring.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Planning for Learning

- Ensure personalised, innovative, relevant learning experiences are developed and imbedded in curriculum across all years.
- Engage with faculty staff to ensure that appropriate differentiation of learning is provided.
- Lead staff in their dedication to a whole school continual improvement including regular review of programs.
- Lead the preparation of course and assessment outlines, and the provision of relevant texts for distribution.
- Be responsible for a high standard of programs, assessments and learning experiences.
- Ensure the requirements of relevant regulatory bodies are fulfilled.

- Create and maintain a central electronic repository for shared faculty resources, assessments and materials that are available to all faculty staff and encourage active use.
- Ensure that all staff are actively engaged in professional development including attendance at relevant professional meetings.
- Monitor student progress to ensure that class and program planning supports their placements into classes and their personalised pathway.

Leadership of People

- Undertake relevant professional learning and reading to support leadership of staff.
- Inspire, encourage and support staff in their development by being present, listening and identifying support needs.
- Give effective and timely feedback to staff on a range of matters that support their development and improvement.
- Encourage collaboration in and with other faculties built on mutual respect and collective efficacy.
- Complete annual staff performance reviews, being sure you lead a valuable and credible process and encourage appropriate professional development.
- Promote English throughout the School with innovative ideas and leveraging opportunities.
- Sustainable management of physical and financial resources designed to meet student needs.
- Ensure high standards of assessment and reporting are maintained including providing information and support to new staff on GGS practices.
- Maintain an effective culture of regular feedback for students to assist their learning journey.
- Ensure all English teaching staff maintain effective communication with parents.
- Ensure student interest and enjoyment is fostered in the subject area(s) within the faculty, including organising and overseeing special events and student entry in competitions.
- Support teaching staff by assisting with strategies regarding behaviour management. Be available to provide management assistance in challenging behavioural circumstances.
- Facilitate fortnightly faculty meetings, ensuring concise minutes are distributed punctually and encourage collaboration between staff.
- Lead and monitor the process of setting grade boundaries and department moderation processes.

Modelling of Teaching and Learning

- Teach English classes as allocated.

- Model innovative teaching and learning practice and personalised student engagement.
- Engage with specialist resources such as Digital Learning and Inclusive Education to enhance student experience.
- Engage with Community Relations to share key experiences and events with the community.
- Modelling professional reporting and feedback on individual student progress, achievement and effort demonstrating knowledge of individual students including assisting new staff.

Work Health & Safety

This role is deemed to be a Worker under the Work Health and Safety Act (WA). As a Worker, while at work you must;

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction given by the School.
- Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- Appropriately use any equipment provided at the workplace.
- Co-operate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers.

Pastoral Care

All teachers at Guildford Grammar School are fully involved in the pastoral and co-curricular development of our students and are supportive of the Anglican ethos of the School. This position includes duties associated with a pastoral care group, including:

- Provide support to each student within the pastoral care framework
- Liaise with Heads of Houses on the progress of each student to ensure a holistic approach to well-being and development
- Be a Mentor to a group of students within the School House structure

Co-Curricular Program

The incumbent will be actively involved in the co-curricular program, which includes activities that extend beyond the 'normal' school day. This may include some evening activities and weekend sporting fixtures.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.