



The Rockhampton Grammar School

Established 1881

Head of Department: Senior English

Position Description

POSITION TITLE:	Head of Department: English (Year 11 and 12)
DEPARTMENT:	Secondary
CLASSIFICATION:	Full-Time Head of Department Admin 2
REPORTS TO:	Head of Secondary School (Academics)
BASIC FUNCTION:	Development and implementation of the English curriculum at the School for Year 11 and 12
DATE UPDATED:	21 June 2022

KEY DUTIES and RESPONSIBILITIES

The Head of Senior English will be expected to demonstrate on-going excellence in teaching, administration, professional conduct, relationships with parents and the wider school community and a genuine love for young people and their learning.

As Head, you are responsible for all aspects of learning, teaching, assessment and monitoring of the curriculum and be a mentor to other teachers. You will manage the School's curriculum-based technologies facilities and resources.

In addition to the expected role of all teachers (below), you will:

- Work collaboratively with the Head of Department for English Years 7-10;
- Communicate a vision for the Department that aligns with the School's ethos and vision;
- Be a curriculum and pedagogy leader and manager of the Department;
- Contribute to and assist with the direction of the pastoral responsibilities of teachers in the department;
- Manage staff: participate in recruitment, encouragement, appraisal, guidance, provision of feedback, professional development and discipline;
- Administer all aspects of the department including budgeting; setting, communicating and meeting school-wide and departmental timelines and deadlines; QCAA and other curriculum requirements; and assessment and reporting requirements;
- Contribute to the profession, for example pre-service teacher training and publication of articles that promote excellence;
- Be committed to self-enrichment and professional growth;
- Contribute to the wider life of the School.

Teachers are expected to:

- Design and implement curriculum programmes that embrace School's Learning Framework;
- Create a positive classroom environment that enhances student learning;
- Establish and review students' learning goals/outcomes and modify curriculum programmes accordingly;
- Continuously reflect on teaching practices and full participate in the School's Personal Learning Programme;

- Build relationships and share teaching insights with colleagues in order to coordinate activities for students;
- Communicate with parents about student learning;
- Demonstrate professionalism and a commitment to professional development;
- Contribute to the School and wider community through involvement in co-curricular activities;
- Maintain accurate records and meet deadlines.

N.B This position description contains the most important duties and tasks regarding the job to be done. It is not an exclusive/exhaustive list.

SAFEGUARDING CHILDREN and YOUNG PEOPLE

The School takes child protection seriously, and as a staff member or volunteer of The Rockhampton Grammar School, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines. You will receive a copy of these guidelines as part of the induction process.

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain valid “working with children” documentation;
- Undergo periodic “national criminal history record” checks;
- Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

CONDITIONS OF EMPLOYMENT

The successful applicant will be subject to a “Working with Children Check and Criminal Records Check” where applicable. The School undertakes several screening processes to ensure the appropriate protection of children and young people in its care. This includes reference checks, identity checks qualification check and professional registration checks.

REQUIRED LICENCES/CERTIFICATES

- Registered with Queensland College of Teachers (QCT);
- Safeguarding Children checks.

The Rockhampton Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements

I certify that I have read and understand the responsibilities assigned to this position.

Signature

Date:

Name

***NOTE:** To be placed on the personnel file of the employee