



## **Assistant Head of Department - English**

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### **Position Description**

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

The College recognises the integral role played by the Assistant Head of Department in the life of the school. In appointment to the position, the Principal delegates the responsibility for assisting in leading and managing the effective operation of the subject department.

Assistant Heads of Department are outstanding teachers who have expert and current knowledge of curriculum and pedagogy, especially in the area of girls' education, and use it to enhance the quality of teaching and learning. They have professional and personal attributes that enable them to influence others to improve their practice. They successfully lead initiatives that make a positive contribution to the quality of teaching and learning and wellbeing in their school and professional community. Assistant Heads of Department have the ability to provide strategic direction and support a multi-faceted team.

**Reports to:** Head of Department - English

### **MISSION**

**The Assistant Head of Department will demonstrate commitment to the Catholic ethos and spiritual life of the College by**

- participating in the liturgical life of the College and supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the College
- leading and mentoring students in the College pastoral program.

### **TEACHING AND LEARNING**

#### **Professional Knowledge**

**The Assistant Head of Department will demonstrate expert understanding of pedagogy by knowing**

- the importance of having a thorough theoretical and practical knowledge of how students' backgrounds impact on learning

- how to evaluate current research about how students learn and how to apply this research to their teaching
- how to identify students operating at different stages
- valid and reliable strategies to measure each student's current level of proficiency in the subject/s being taught
- the theoretical and practical knowledge basis of how students develop literacy and numeracy
- a range of strategies for determining the interests and learning needs of students, including the needs of gifted and talented students and those with disabilities and disadvantage.

They will work with their colleagues to promote sharing of this knowledge and understanding, initiate activities, construct programs and support, advise and lead their colleagues through change.

### **Curriculum Knowledge**

#### **The Assistant Head of Department will demonstrate expert understanding of curriculum by knowing**

- the key concepts, content, skills, pedagogy, subject specific literacy and language and current issues in the curriculum areas they teach and how to critically select them appropriate to their students' stages of development taking into account literacy and numeracy
- current research on effective pedagogical content knowledge and evidence from practice
- different communication strategies to promote understanding of the content being taught
- the sequence of the concepts, content and skills that promote students' learning, and link this learning to the broader curriculum
- valid and reliable assessment for and of learning and the implementation of assessment of learning strategies into the teaching and learning cycle
- how to analyse and evaluate students' learning and using a range of strategies for providing feedback in relation to their current and future learning
- how to lead colleagues to select critically and/or develop innovative resources and strategies to enhance teaching and learning
- current curriculum, assessment and reporting requirements relevant to the content and stages of schooling of their students

- Australia, its history, environment and people, particularly Australia's Indigenous peoples and cultures and understand how the changing nature of society, within and beyond Australia, impacts on teaching and learning.

They will influence and guide their colleagues to work collaboratively and facilitate initiatives leading to an environment of support and collegial learning.

### **Professional Practice**

#### **The Assistant Head of Department will plan for and implement effective teaching and learning by**

- negotiating with students to develop individual, explicit, challenging and achievable learning goals
- negotiating content with students to meet individual needs, to develop literacy and numeracy and achieve learning goals
- designing conceptually coherent learning programs using research evidence
- developing and using a range of innovative teaching strategies and resources
- selecting, using and modelling to colleagues a range of highly effective assessment strategies
- evaluating their own learning programs using a range of sources, including student data and current research.

They will lead initiatives to guide and assist their colleagues to be proactive and responsive to students changing circumstances.

#### **The Assistant Head of Department will assess, provide feedback and report on student learning by**

- selecting, developing and using valid, reliable and innovative assessment strategies involving a variety of informal, formal, formative and summative approaches to assess their students' learning
- working with their students to develop and use assessment criteria based on student learning goals and communicate these, where appropriate, to parents/caregivers
- demonstrating to colleagues how to interpret and evaluate a range of longitudinal student assessment data
- providing timely and effective verbal and written feedback to each student about their achievement relative to their learning goals and suggestions for improvement to promote future learning

- reviewing or developing systems that collect, organise and store data about students' achievement in ways that can be accessed by others and address accountability requirements
- constructing reports that accurately reflect their students' achievement and communicate this information to students, parents/caregivers and colleagues in an accessible and respectful way
- developing and facilitating with colleagues, assessment moderation processes.

They will demonstrate a capacity to review student learning, facilitating a collaborative department that contributes to the development of whole school strategies.

### **Professional Engagement**

#### **The Assistant Head of Department will engage in professional learning and reflection by**

- using professional teaching standards and key educational documents to evaluate regularly their professional knowledge, practice and engagement
- using critical assessment and feedback from a range of sources, including colleagues and students
- identifying and participating in research-based professional learning.

They will undertake the evaluation and support of their colleagues and initiate strategies that support the acquisition of new knowledge and skills. They will provide professional recognition and work with colleagues to develop short- and long-term goals that improve the quality of teaching and learning.

#### **The Assistant Head of Department will contribute to the College and professional community through**

- interpreting and implementing the College Mission and Code of Conduct and participating in the development of policies for members of the school community
- guiding colleagues to understand and comply with regulations
- initiating activities to develop collaborative working practices to enhance student learning and wellbeing
- understanding and responding to administrative, organisational and professional responsibilities
- initiating school approaches that provide opportunities for respectful and collaborative relationships with parents/caregivers for them to be involved in student learning
- fostering development of professional learning communities, including networks and associations.

### **Assistant Head of Department – English**

The following outlines the division of responsibilities. The responsibilities will be reviewed annually with the Deputy Principal Teaching and Learning and the Director Staff.

The **Head of Department** will hold overall responsibility for all aspects of the Department and will meet regularly with the **Assistant Head of Department** to ensure the responsibilities delegated to them are being met.

More specifically, and not limited to, the Head of Department will have direct oversight of

- strategic direction, including
  - the Operational Plan
  - attendance at the Heads of Department meetings
  - regular meetings with the Deputy Principal Teaching and Learning
- staffing, including
  - mentoring
  - supervision and support of any beginning teacher in their Proficient Teacher Accreditation process and support of any teacher working towards higher levels of accreditation
  - delegation of tasks
  - overall management (in conjunction with DP Teaching and Learning and Director Staff as required)
  - contribution to the employment process
  - encouraging and supporting relevant professional learning opportunities for the Department
- curriculum, including
  - programming and scope and sequences
  - assessment and marking
  - Markbook and Reports processes
  - having oversight of the quality of these
- data analysis of HSC results and working with the Assistant Head of Department for an overview of all analysis
- meeting requirements for Registration and Accreditation
- other duties as required by the Principal and Deputy Principal Teaching and Learning.

The **Assistant Head of Department** will report to the Head of Department and will have direct oversight of, but not limited to, (where oversight of a Stage is indicated, which Stage will be determined each year in consultation with the Head of Department)

- regular meetings with the Head of Department
- attendance at the Heads of Department meetings
- ensuring programs are up to date and revising/updating them where necessary for a Stage
- working with the coordinators of each course to plan for assessment tasks, innovative resources, and an agreed amount of practice work (to ensure consistency between classes)
- quality control of assessment notifications (including formatting etc.) and their timely release to students via Canvas
- data entry into the Markbook for all assessments for a Stage

- analysis of student assessment results and sharing this analysis with staff for the purpose of improved learning outcomes for all students in a Stage
- managing the assessment conditions for special provisions for a Stage
  - liaising with the Learning Support department for relevant information
  - ensuring staff are aware of identified students requiring provisions
  - ensuring suitable provisions are in place for any assessment
- assessment/examinations including
  - ensuring the special provisions as outlined above
  - working with different Stage teams to ensure the communication and development process, and the setting of and printing, is done in a timely and collegial manner, including discussion with the Head of Department about any issues arising
  - working with the course coordinator to arrange pilot marking and the allocation of marking between teachers on the course
  - managing requests for extensions and/or appeals and/or students absent from tasks in that stage
  - working with the course coordinator to check individual marks and feedback as well as a set of overall marker's comments for each assessment and a student reflection for each task using Google forms
  - setting up Canvas for take-home assessment tasks using the Assignments and Speedgrader functions
  - managing Markbook for the stage and entering all marks for that Stage
  - setting up reports and editing/proofreading reports for a Stage
- excursions including
  - planning with the department any proposed excursions
  - ensuring the date is included in the College calendar (as a TBC until paperwork is completed for final approval)
  - liaising with the Learning Support department regarding the specific needs of any students with disabilities to ensure their inclusion and safety
  - completing and processing the Information/permission letter, Excursion for and Risk Assessment documentation for approval
  - assisting the Teacher in Charge with the management plan for the day, including ensuring permissions have been received and other staff are aware of their responsibilities
- organisation of textbooks, reading material and texts, including liaising with Head of Library for booklists for a Stage
- managing behaviour in English classes within a Stage and working with the classroom teacher to address that behaviour
- responding to parent enquiries related to a Stage
- managing Canvas pages for a Stage
- other duties as required by the Principal and Deputy Principal Teaching and Learning.

### **Key Challenges:**

- Balance demands on time – personally and professionally.
- Work within the context of the whole school community.
- Keep up to date in terms of curriculum development.
- Take part in College sub committees to broaden experiences.
- Develop and review personal professional goals.

**Key Outputs:**

- Ongoing reflection and evaluation of effectiveness of curriculum.
- Meeting of timelines for examinations, marking, reporting and assessment.
- Strategic Management of Department budget and finances.
- Department working effectively with a sense of achievement and support.
- Appropriate interactions at Parent/Teacher days, Information nights, etc.
- Student, staff and parent enquiries managed appropriately.
- Ongoing professional development of staff.
- External examination results reflect the effectiveness of the curriculum relevant to student ability.
- Academic progress and issues relating to curriculum are monitored and managed.
- Board of Studies requirements are met.
- Academic data and records are kept up to date.
- Head of Department meetings attended.
- Department resources and materials purchased and managed.

**Experience and Qualification Requirements:**

- Tertiary teaching qualifications.
- Demonstrated effective secondary teaching experience or equivalent.
- Evidence of experience or capacity/readiness to teach across a range of courses, including all Stage 6 courses.
- Evidence of experience and effectiveness as an educator.
- Evidence of informal and formal professional development (e.g. post graduate study)
- Evidence of participation in subject specific networks and professional associations.
- Understanding and application of Curriculum related issues.
- Ability to plan, develop and deliver effective teaching programs.
- Ability to effectively manage staff, students and parents.

**Relationships:**

- Director Administration – meeting of deadlines.
- Heads of Department – meets with regularly.
- Principal and other Leadership Team – working within broader College context
- Teaching staff – overseeing and providing guidance on a daily basis and as required on curriculum and teaching matters.
- Year Coordinator – collaboration regarding student and teacher management issues.
- Teachers, Staff, Students and Parents – daily interaction as required.
- External Bodies, including other schools, Board of Studies, etc as required.