



Oxley
COLLEGE



Head of English

HEAD OF ENGLISH

School Campus	Senior School
School Division	Department of English
Reports to	Head of Curriculum 7-12
Key Relationships	English, Academic, Wellbeing and Co-curricular teams
Employment	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Ongoing
Status	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Teaching Staff Multi-Enterprise Agreement (2021)
Tenure	Permanent

Oxley College is a well-established independent, co-educational, non-denominational K-12 day school in the beautiful Southern Highlands of NSW with 880 students. Bowral is approximately 75 minutes south of Sydney airport and central Wollongong.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative, and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it. Further information about the College and its programs can be located on our website: Oxley College.

Position Summary: Head of Department - English

The Head of Department is responsible for the instructional leadership of a dynamic team of teachers of English. The Head of Department will have a deep understanding of evidence-based pedagogy and a commitment to engaging and developing students and teachers. The Head of Department will watch over the development, management, and regular review of a rigorous and enlightened curriculum in the Senior School. They will be a skilled mentor who models effective teaching practice across levels of English and who has demonstrated the ability to achieve excellent results and promote a love of learning.

As an academic leader within the College, the Head of English collaborates with peers and members of the College's leadership team in order to guide current and future directions of the College's teaching and learning program.

Duty Statement

An Oxley Head of Department evidences their professionalism and passion for teaching and learning by following these statements, based on the Professional Standards for Teachers and the Visible Learning framework.

As a professional educator and leader, the role holder will:

- Actively lead and manage the academic programs to ensure they are sequential, engaging, challenging, vibrant and agile.
- Ensure that the curriculum delivered is of the highest standard, matching the needs of students.
- Ensure that the curriculum reflects best practice in curriculum design and pedagogy.
- Provide instructional and inspirational pedagogical leadership of a curriculum team that reflects evidence-based practices.

Leadership and Management

- Lead staff to be inspired and passionate teachers.
- Inspire, mentor, and lead a team of staff who are always striving to develop their professional practice and expertise as teachers.
- Foster staff who are accountable, team orientated and driven by high expectations for students.
- Manage staff performance and growth including the Professional Learning of the English team.

Academic Accountability

- Academic programs including scope and sequence, curriculum planning documents, registration etc.
- Assessment schedules, tasks, policy, process.
- Reviewing of data and student progress and performance.

Compliance

- The curriculum taught is compliant with the requirements of external authorities and College priorities.
- Liaison with the relevant authorities in terms of best practice in the delivery of the required curriculum.
- Monitoring and maintaining departmental Budget.
- Oversight of exemplary WHS practices.
- Willingly participate in professional development.
- Any other duties as required by the Head of College or their delegate.

Fostering Communication

The role holder will:

- Have a professional and caring approach to the formal reporting program.
- Maintain deadlines with reports and recognise the importance of this form of communication.
- Constantly review student progress.
- Encourage involvement with wider community.

Wellbeing

All full-time teaching staff members are involved in the Student House system, which is an important part of the College's culture. A House Mentor Group is usually around 15 students across Years 7 to 12. As a Mentor, the role holder will:

- Know, care for and advocate for each mentee.
- Take a professional, yet personal, interest in the life and development of each mentee.
- Take a balanced interest in the academic, co-curricular and personal growth and needs of mentees.
- Provide guidance concerning mentees' conduct, activities, choices and pathways.
- Monitor, comment on and provide guidance about mentees' reports.
- Liaise with parents and other staff to support the development and needs of mentees.
- Liaise with the Head of House for advice and support as necessary.
- Facilitate a wellbeing curriculum covering stage-relevant social, wellbeing, academic and ethical issues.
- Attend School Assembly, House Assemblies and Mentor periods.
- Participate actively in the broad life of the House, including House events, carnivals, dinners, etc.

Co-curricular

All full-time teaching staff members participate in the College's extensive co-curricular program, which includes opportunities in sport, outdoor education, the creative and performing arts, debating and public speaking, leadership and service, and a range of clubs and societies. These events may occur during the weekend (such as

Saturday sport matches) or after school and will be staffed by teaching staff as necessary. College camps are also an integral part of Oxley life, and all staff are expected to be available to attend relevant camps unless a medical certificate prevents this. Part-time staff are involved in the co-curricular program on a pro-rata basis.

As a participant in the co-curricular program, the role holder will:

- Contribute actively to all relevant sessions.
- Monitor attendance, conduct, and student safety at all times.
- Provide appropriate guidance and input to students to support the success of the activity.
- Liaise with students, staff, and parents/caregivers as necessary to ensure student development.
- Provide efficient, timely and positive information to relevant stakeholders.

General Duties

All staff are expected to:

- Participate actively in professional learning programs, staff meetings and planning sessions.
- Attend scheduled Assemblies and House meetings.
- Attend parent-teacher sessions and other key events in the College calendar.
- Undertake regular supervision duties.
- Be willing to provide reasonable cover for absent colleagues when required.
- Undertake other duties as determined by the Head of College.

Demonstrated Values

All staff are expected to uphold the College's values by:

- Safeguarding and promoting the welfare of children.
- Supporting and promoting the College's culture, reputation, and strategic objectives.
- Complying with the College's Code of Conduct and other policy and regulatory requirements.
- Respecting and upholding the College's values and ethos.
- Respecting people of all backgrounds within the College community.
- Building relationships with students, staff and parents based on respect, trusted, and shared purpose.
- Behaving ethically and with appropriate confidentiality and sensitivity.
- Modelling punctuality and adherence to organisational deadlines.

Skills and Qualifications

The successful role-holder must:

- Have excellent written English and effective interpersonal communication skills.
- Have excellent technological literacy across a range of applications.
- Hold relevant tertiary qualifications and English teaching experience.
- Maintain NSW teacher's registration with NESA.
- Hold a valid and current Working with Children Check Number.

Essential Criteria

The ideal role-holder is expected to demonstrate:

- Appropriate tertiary qualifications and English teaching experience.
- A commitment to excellence in student learning as evidenced by passionate and expert teaching.

- Experience in leading a professional team and managing innovative, responsive, and flexible programs.
- A thorough understanding and commitment to best practice in curriculum design.
- Demonstrated ability to work with and within a team.
- The ability to lead and assist others in growing their practice and performance.
- Strong interpersonal and excellent communication skills both written and verbal.
- Well-developed organisational and administration skills including the ability to put systems in place and meet deadlines.
- To be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. Subject to a 6-month probationary period.

Application Guidelines

To apply for this position, you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.

- Applications should be sent as one attachment (PDF format preferred).
- Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- Applications should be addressed to Head of College email: hr@oxley.nsw.edu.au
- Applications **must** also include the following information:
 - Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Names, positions and contact details for three (3) referees.

Closing Date for Applications

The closing date for application submission is **19 April 2024**.

Employee Acknowledgement *(to be completed on offer and acceptance of role)*

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

AUTHORISATION *(internal use only)*

Business Manager Name	Signature	Date
Head of College Name	Signature	Date