

### Position Description

<b>Position Title</b>	Head of Faculty – English
<b>Employment Type</b>	2 Year Contract
<b>Reports to</b>	Head of Secondary School
<b>Teaching Load</b>	0.8 FTE*
<b>Start Date</b>	January 21, 2025

### Purpose of Position

The Head of Faculty – English has a key role in Teaching and Learning matters pertaining to English across Years 7 – 12, including curriculum review and development.

Reporting to the Head of Secondary School, this role will drive improved curriculum delivery in the English Faculty to Investigator College students and staff to achieve seamless optimal outcomes.

<b>KEY RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Develop and maintain the secondary English curriculum in accordance with Australian curriculum and SACE requirements</li> <li>• Promote a culture of high expectations of Years 7-12 teaching and learning in English including an increasing emphasis on implementing, reviewing and evaluating data-informed practice.</li> <li>• Improve teachers' data literacy and ability to use data, including external data, to identify and then support student learning needs and track student learning growth.</li> <li>• Oversee the English faculty's use of the Learning Management System in Years 7-12.</li> <li>• Work closely with Head of Secondary School and SACE and Future Pathways Coordinator in relation to SACE and / or VET requirements</li> <li>• Contribute to enrichment programs in English for students.</li> <li>• Build positive relationships with parents, as appropriate to student needs, to support their academic development.</li> <li>• Identify professional learning opportunities for co-workers that enhance the capacity of English staff across the middle and senior years.</li> <li>• Assist with the programs for professional development days and staff meetings</li> <li>• Participate in special projects as defined and required by the Deputy Principal</li> <li>• Promote a College culture that is founded on collaboration and consultation with staff, students and parents.</li> <li>• Actively manage critical parent, stakeholder and broader community concerns relating to the English faculty</li> <li>• Assist the resolution of secondary English related complaints in line with College policy and practice.</li> <li>• Assist the Principal and Heads of Schools through appropriate forums and opportunities, including College publications, engage with all staff, parent groups and stakeholders regularly about English teaching directions.</li> <li>• Oversee the development and maintenance of the English Faculty budget</li> <li>• Work closely with Heads of Schools and Daily Administrator regarding timetable requirements and student subject changes</li> <li>• Other role related duties as required by the College.</li> </ul>
<b>KEY ACCOUNTIBILITIES</b>
<ul style="list-style-type: none"> <li>• Demonstrate effective classroom teaching by delivering a teaching load of approximately 0.8 of full time equivalent.</li> <li>• Assist Heads of Schools in the induction process for new employees in years 7-12</li> </ul>

- Support the development and maintenance of a WHS Management System and safety culture within the workplace
- Review and update Years 7-12 English curriculum documents
- Contribute to the content of staff appraisals for Head of Secondary School.
- Collaborate with key staff to organise professional development activities for Secondary School staff

<b>WORKING RELATIONSHIP</b>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Head of Secondary School</li> <li>• Learning Strategies Coordinator</li> <li>• Principal</li> <li>• Faculty Heads</li> <li>• Teaching staff (7-12)</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Education Standards Board (ESB)</li> <li>• Association of Independent Schools of SA (AISSA)</li> <li>• Australian Curriculum, Assessment and Reporting Authority (ACARA)</li> <li>• Parents/ caregivers</li> <li>• Other Schools and networks</li> </ul>

<b>PERSON SPECIFICATIONS</b>	
<b>Essential Qualifications</b>	<b>Desirable Qualifications</b>
<ul style="list-style-type: none"> <li>• Tertiary Qualifications in Education</li> <li>• Registered Teaching Status</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate or Master in Education or related.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience in a secondary curriculum leadership role or demonstrable potential to succeed in a leadership role.</li> <li>• Experience in advocating strategies, which enhance the success of secondary students.</li> <li>• Demonstrated excellence in teaching, providing engaging, deep learning experiences for students.</li> </ul>	<ul style="list-style-type: none"> <li>• An appreciation of the demands and challenges of working in a rapidly growing independent college</li> </ul>
<b>Skills &amp; Capabilities</b> <ul style="list-style-type: none"> <li>• The ability to demonstrate leadership by example.</li> <li>• Exceptional interpersonal skills and the ability to relate to students, staff and parents.</li> <li>• A child centred focus, and an ability to relate professionally to secondary students, staff and their parents/caregivers.</li> <li>• The ability to enthuse others and to energise the Heads of Faculty and other staff by marshalling professional expertise and contributing to a sense of purpose and direction.</li> </ul>	<ul style="list-style-type: none"> <li>• A track record of educational leadership to manage change successfully and deliver continuous College improvement.</li> <li>• A track record of building and mentoring highly effective teams.</li> <li>• Skills to develop, review and deliver College strategy and operational plans.</li> <li>• Experience leading professional development and performance management of staff.</li> <li>• Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom and resilience.</li> <li>• Values individual differences and diversity.</li> <li>• A proven ability to work with a minimum of supervision and ensure closure and delivery on intended results.</li> </ul>

<ul style="list-style-type: none"> <li>• A team player and team developer who facilitates cooperation and partnerships through the nurturing of internal and external relationships.</li> <li>• Excellent communication skills with the ability to harness information and opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates self-awareness and a commitment to ongoing professional learning for self and Years 7 -12 staff.</li> </ul>
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<p><b>CONDITIONS OF EMPLOYMENT</b></p> <p><b>About Us</b>        Investigator College is a world-class ELC to Year 12 Anglican College located at Victor Harbor on the South Coast of South Australia.</p> <p>Students are encouraged to become happy, successful and well-rounded citizens, working towards goals in alignment with the college motto, 'Your Best Self.' A proud member of the Positive Education Schools Association, our students and staff focus on character strengths, resiliency, gratitude and growth mindsets to ensure that both student and staff wellbeing is at the forefront, enabling optimum academic outcomes. Excellent manners and pro-social skills are hallmarks of an Investigator student with a strong emphasis on respect: of ourselves, of others, the environment and of animals.</p> <p>Investigator College also boasts a 10-hectare waterfront Eco-Campus at beautiful Currency Creek and is known for its unique environmental and sustainability courses, in addition to agricultural science and a focus on 21<sup>st</sup> Century learning.</p> <p>Everything we do is at Investigator is an investment in community, wellbeing and the future. Graduates are 'future ready' and poised to make a positive impact on the world.</p>
<p><b>Our Values</b>        Achieving personal best outcomes, seeking originality and solutions to problems, contributing to a rich community, caring for own wellbeing and each other, animals and the environment, ensuring that the next generation benefits from our actions.</p> <ul style="list-style-type: none"> <li>• Excellence</li> <li>• Creativity</li> <li>• Community</li> <li>• Sustainability</li> <li>• Respect</li> </ul>
<p><b>WHS</b>        Commit to protecting Work Health Safety and wellbeing for all staff, students and others by:</p> <ul style="list-style-type: none"> <li>• Complying with policies and procedures.</li> <li>• Comply with reasonable instructions in relation to health and safety.</li> <li>• Take reasonable care of your own health and safety.</li> <li>• Report all hazards, near misses and incidents.</li> <li>• Complete relevant Work Health and Safety training.</li> </ul>
<p><b>Performance &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Participate in an annual review of performance in the role and review of this Position Description.</li> <li>• Participate in relevant compliance and other work-related training and professional development as required.</li> </ul>

**Legal & Policy Requirements**

- Comply with all relevant policies and procedures.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and DCSI Working with Children Checks
- Demonstrate commitment to the Investigator College Code of Conduct

**Special Conditions**

- Some out of hours work will be required by the College

*\*The teaching load may be varied during the tenure of the position if the Principal in partnership with the HOS determine that the work volume has altered because of a change in context. Any change will be negotiated with the incumbent.*