



## Head of English Permanent full-time position commencing in 2019

### Our Story

Penrith Anglican College was established in 1998 with a clear vision – to encourage students to live lives of purpose and to develop a personal faith with Christ. That founding vision remains at the heart of our College.

An education at Penrith Anglican College is characterised by a progressive approach to learning. Our College is set in a modern campus at the foot of the Blue Mountains, with state-of-the-art facilities providing spaces for students to learn and grow.

Penrith Anglican College is a progressive co-educational College where students are encouraged to prepare for a bright future. Our College prepares students to achieve academic and personal excellence, with students in Year 11 and 12 completing the International Baccalaureate Diploma or the Higher School Certificate.

A large inclusive and nurturing community are the heartbeat of our College, with parent and community involvement in college life encouraged. We exist to help each student to learn, achieve and progress in order to build himself or herself a bright future.

### Role Summary

This role is a pivotal leadership role in the Senior School (Years 7 to 12). The position requires leadership of curriculum initiatives, the teaching and learning process and the management of English classes in the Senior School. The Head of English will oversee student learning within English classes in order to enable all students to strive for personal excellence as they learn, achieve and progress.

### Reporting

This role reports to the Director of Studies.

### Key Responsibilities

- Maintain a thorough understanding of the NSW Educational Standards Authority (NESA) and the International Baccalaureate (IB) English Literature curriculum, keep updated with any changes as they occur and deliver high quality teaching in line with this.
- Develop and regularly review the scope and sequence and course programs to ensure that the English programs meet the NESA and IB curriculum and assessment requirements.
- Teach a range of NESA and IB English classes within the Senior School.
- Development and implementation of progressive teaching and assessment pedagogy to meet the diverse needs of students.
- Develop differentiated curriculum across all areas, mentoring staff in teaching to multiple levels in the class to ensure students reach their individual potential.
- Oversight of academic reporting for the English department, including annual review of results reporting to Executive on internal and external assessment and developing strategies for College improvement.
- Liaise with staff and parents to promote cooperative relationships and resolve student and parents/caregiver issues in a timely manner.
- Organisation and oversight of events, excursions and incursions within English.
- Oversight and management of department budget and acquisition of English resource materials.
- Oversee student behaviour management within the department in accordance with College policy to ensure a consistent and measured approach to achieve the best pastoral and academic results for each student.
- Assign students to English classes on an annual basis.
- Chair Department meetings and ensure accurate records are kept.

- Lead, manage and develop the staff within the English department including inducting new staff into the department and overseeing individual and department professional development plans within the strategic direction of the College.
- Implement the use of CANVAS and other ICT strategies to develop English to its capacity and develop students at their individual level.
- Oversee the incorporation of a Christian worldview within English teaching programs.
- Participation in the College co-curricular program.
- Actively participate in College Leadership meetings and staff professional development activities.
- Other duties as required by the Headmaster.

### **Selection Criteria**

The incumbent must:

- Have a personal commitment to the Lord Jesus Christ and regularly attend at a Christian church.
- Accept the College's Statement of Faith and live a lifestyle consistent with this.
- Be an excellent classroom practitioner with a thorough knowledge of the relevant NESA and IB Diploma curriculum documents and the ability to teach all English courses within these documents.
- Have the ability to work collaboratively within a team and lead a team effectively.
- Communicate effectively with students, parents, staff and other stakeholders.
- Be competent in the use of technology as a method of curriculum delivery.
- Demonstrate the use of data collection to inform learning improvement.
- Have a current Working with Children Check number.

### **Qualifications and Experience**

The incumbent must:

- Be accredited with the NSW Education Standards Authority (NESA).
- Have a degree in Secondary English Education.
- Have training in IB Diploma English courses or be willing to undertake professional development in IB Diploma English courses.

### **Remuneration**

Remuneration, duties and conditions will be as per the [Independent Schools NSW/ACT Standards Model \(Teachers\) Multi-Enterprise Agreement 2017](#) (or as revised).

### **Application Process**

Interested applicants should submit the following:

- A completed [Application for Employment as a Teacher](#) form.
- A cover letter addressing the selection criteria (no more than 2 pages) including how you are demonstrating the following:
  - A personal commitment to the Lord Jesus Christ and attendance at a Christian Church on a regular basis.
  - You live a lifestyle consistent with the College's Statement of Faith.
- A signed [Penrith Anglican College Statement of Faith](#).
- Current Curriculum Vitae.
- Three Referees, one of whom should be your Church Minister or Pastor.
- Copies of qualifications.
- Current Working with Children Check number for paid work.
- '100 Point' proof of identity (eg passport, birth certificate and licence/Medicare Card).

Penrith Anglican College complies with the requirements of the *Child Protection (Working with Children) Act 2012*. This position requires the successful applicant to have a new Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*.

Applications close at 8.00am on Friday 30 November and must be emailed to [applications@penrith.nsw.edu.au](mailto:applications@penrith.nsw.edu.au).