



## Westbourne Grammar School: Director of English

### GENERAL

**Position Description:**

The Director of English is a key position. It has as its primary focus the leadership and management of Years 7 – 12, VCE. The Director of English is expected to work closely with teachers to ensure effective delivery of the full range of the English curriculum. Regular contact and visits to the Year 9 Centre are expected, so that the Director of English can oversee the teaching of English at Year 9. This position description needs to be read in conjunction with the general teacher position description.

**Reports to:** Director of Learning, Senior School.

**Key Contacts:**

- Director of Learning, Senior School
- VCE Coordinator
- Teachers
- Parents
- Students

**Location:** Truganina

**Key Selection Criteria:**

- Demonstrated knowledge within the subject and relevant course designs, assessment strategies and resources.
- Demonstrated leadership and team building skills.
- Demonstrated commitment to student well being.
- Demonstrated excellence in a role of responsibility.
- Demonstrated excellence in teaching and learning.
- Demonstrated ability to initiate and implement programs aligned with the School's vision, mission and values.
- Appropriate qualifications and registration as a teacher.

**Personal Requirements/Competencies:**

- Leadership
- Initiative
- Flexibility
- Empathy
- Outstanding communication skills (listening, written, oral)
- High level organisational and administrative skills

### RESPONSIBILITIES

- To model and enhance exemplary teaching practices and professional behaviour.
- To develop and maintain communication, co-operation and collaboration between all members of the Faculty.
- To co-ordinate the development, implementation and evaluation of appropriate curriculum programs. To be open to new ideas in education and contribute to curriculum debate within the School.

- To ensure that teaching practices and interpersonal relationships within the Faculty are consistent with the School Mission Statement.

## **DUTIES**

### **Leadership in, and the promotion of, quality teaching and learning:**

- Lead and inspire staff in the English Faculty.
- Demonstrate an enthusiasm and passion for English and communicate this to staff and students.
- Provide leadership in developing and implementing excellence in teaching and learning methodologies
- Demonstrate a commitment to the continued use of technology in teaching and learning.
- Liaise with Heads of House regarding individual learning issues.
- Work closely with the Director of Learning, Senior School and Literacy Support Co-ordinator.
- Conduct regular meetings with English Faculty members.
- Source and encourage attendance at professional development sessions by Faculty staff.
- Conduct the appraisal process for members of the English Faculty.
- To encourage staff to develop competence in, and use, a wide range of teaching, learning and assessment strategies.
- To liaise with the Director of Learning and/or the Vice Principal in counselling members of the Faculty on appropriate teaching practices and related performance matters.

### **Curriculum Development:**

- To ensure that documentation of curriculum programs is current.
- To lead the Faculty in the regular evaluation of current programs.
- To initiate and manage the development of courses of study within the Faculty.
- To ensure that Faculty staff are aware of current practices, research and literature in their teaching subjects.
- To liaise with the Director of Learning, Director of Administration and/or the Vice Principal in planning arrangements concerning special curriculum activities connected to the Faculty.
- To assist staff in making links for students between units/topics within a subject; and with other subject areas.

### **Administration:**

- To notify the Text Book Co-ordinator during Term 3 of the text book requirements for the Faculty for the following year.
- To liaise with the Senior Librarian about the purchase of appropriate resources for the Faculty.
- To liaise with the Director of Learning in establishing appropriate practices and procedures in common testing. To liaise with the Director of Learning in the development of reporting procedures.
- To liaise with the Director of Learning in allocating staff to classes and in the planning of timetable structures that support curriculum programs.

### **Communication:**

- Provide reports to the Director of Learning and the Principal on English Faculty matters.
- Consult with the Heads of House where there are areas of concern with students.
- Maintain positive communications with students, staff and parents.
- Provide parents and students with advice about courses.
- Liaise with the Junior School Curriculum Co-ordinator regarding English curriculum and teaching.

**Staffing:**

- Provide advice regarding staffing requirements, and assist in the appointment of new English staff.
- To assist the Principal, Vice Principal and Director of Learning with recruitment.
- In conjunction with the Vice Principal, to induct and support new members of the Faculty.

**Finance:**

- To liaise with the Business Manager in preparing and submitting a budget which details the recurrent consolidated and capital expenditure required by the Faculty for the following year, by the end of July.
- To liaise with the Business Manager in monitoring and managing the expenditure of Faculty funds.
- To comply with the School's purchasing procedures.
- To authorise all expenditure of Faculty funds in accordance with approved authorisation limits.
- To manage the finances of the Faculty.

**Meetings:**

- To attend Directors of Faculty meetings.
- To convene and chair regular (at least twice per term) Faculty meetings with a published Agenda and corresponding Minutes.

**ICT:**

- To ensure that appropriate and innovative use of Information and Communication Technology occurs within classes and as a tool for enhancing learning
- To ensure that relevant resources are placed on the school's Portal within the Virtual learning Environment. This includes course documentation, teaching and learning resources and other materials.

**Conditions:**

- The seniority of the position of Director of English Faculty necessitates that the incumbent be present on campus before and beyond the regular timetabled day as required.
- Heads of Faculty are required to attend, represent and promote the School at various after-hours functions.
- Ongoing performance feedback will be provided with a formal review taking place every three years.
- The position attracts a time and a monetary allowance.