ROLE DESCRIPTION
Head of Department
English

At Our Lady of the Sacred Heart College, we are Heart people who are faith-filled, reverence relationships, pursue excellence, touch the hearts of others. We are passionate about the education of young women and their success. We empower the learner, inspire a global consciousness and are at the forefront of innovative learning.

WE BELIEVE! WE ACHIEVE!

As a leader within the community the Head of Department English, is committed to the OLSH Proclamation and the values and beliefs of an education in the OLSH Tradition. As Heart people the four pillars of OLSH education: to be faith filled; to reverence relationships, to pursue excellence and to touch the hearts of others are the foundation of who we are at OLSH.

ROLE PURPOSE
The Head of Department English, directly influences the quality of learning and teaching throughout the school. The position is one that requires leadership in relation to curriculum initiatives, the learning and teaching process and co-ordination of a range of classes in the overseeing of Years 7-12 English curriculum. The Head of Department English will facilitate student learning with the department in order to enable all students to achieve to their fullest potential.

OVERALL RESPONSIBILITIES

1. General Operations and Future Development of the English Department
Develop an approach to the operations of the department that includes innovative subject/curriculum area policies, future plans and targets within the context of the OLSH Proclamation and the College’s strategic plan.

Develop a strategic plan for the expansion of English provision to drive improvement across the College in standards, achievement and attainment – inclusive of NAPLAN and VCE results.

2. Teaching and Learning
Ensure effective teaching and assessment processes within the English department, evaluate the quality of teaching and learning, the achievement of all students and set targets for improvement.

3. Leading and managing staff
Provide active leadership for all those involved in teaching or supporting the English department. This will include mentoring, collaborating and the sharing of information so that staff motivation is at an optimum level to encourage continuous improvement in the quality of teaching and learning.

Manage all allocated teaching and support staff including assisting with recruitment, managing performance and meeting agreed targets.

Create effective teams by inspiring and motivating students and staff. Be a positive role model for other staff and students by taking responsibility for the continuous improvement of the team within the context of the College.
4. Efficient and effective deployment of staff and resources
Identify appropriate resources for the department and ensure that they are used efficiently, effectively and safely.

5. Strengthening Community
Work collaboratively at both strategic and operational levels with other Heads of Department, parents and students.

PROFESSIONAL DUTIES AND ROLE ACCOUNTABILITY:

The Head of Department is responsible for:

- Leading and managing the English department including, modelling best practice in English teaching, implementation of curriculum (Years 7-12), monitoring achievement of students and effectiveness of teachers, dealing with all operational, budgeting and record keeping requirements and ensuring fair and effective assessment procedures.
- Ensuring continued innovation in the teaching of English. Providing opportunities for enrichment for gifted students and oversee all out of hours English related learning.
- Encouraging the use of ICT in all appropriate areas of English learning.
- Actively working with members of the English department in planning a pathway for the professional learning needs of the faculty.
- Looking for ways of engaging the priority parish primary schools in experiences of English in the secondary school.
- Attending and contributing to Curriculum Team meetings on behalf of the faculty.
- Holding regular faculty meetings with published agendas with subject teachers. Minutes of the meetings should be recorded.
- Other duties as required by the Principal.

APPOINTMENT:
The Head of Department is appointed as Position of Leadership (POL 2).

APPRaisal/REVIEW CONDITIONS
The appointee to this position will be required to undergo a yearly Professional Review with a member of the College Leadership Team.

VARIABLE DUTIES/HOURS:
The Head of Department participates fully in the total life of the College.
The nature of the position is such that the Head of Department may be required to be available outside “normal” school hours.