

Role Description

English Teacher/Assistant Head of English

Reports to: Head of English

Employment type: Permanent

This is an important and valued role which should support and contribute to the “big picture vision” of the English Department as directed by the Head of English. The ideal Assistant needs to be both supportive and flexible in responding to challenges that may arise at different points during the year. This role contains a mixture of administrative, curriculum and cultural responsibilities, which would come at the discretion of the Head of Department (HOD).

Professional Responsibilities

- contribute to writing, updating and developing resources and programs
- contribute to the composition of authentic and timely assessment tasks
- provide regular, written and verbal feedback to students to enhance their learning
- meet departmental and school deadlines
- differentiate to meet the needs of diverse secondary students
- willingly participate in professional learning, demonstrating evidence of changed practice

Key responsibilities as Assistant Head of English

Administration and Staffing

- Coordinate and work with the English subject captains on competitions
- Be responsible for organising English competitions, excursions and book orders with the library
- Assist with supporting and mentoring less experienced members of staff.
- Assist with coordinating external forms of support such as Homework Help and Day 11.

Curriculum

- Take an active role in researching, reading and reviewing potential new texts for each year group
- Help promote wide reading and devise strategies at implementing it within junior programmes.
- Be intimately familiar with English syllabi and actively contribute to programming and creating resources.
- Assist with improving ICT integration across junior year groups.
- Liaise with Learning Support in supporting students with special needs through modified assessments and programmes.

Cultural

- Take an active role in supporting and contributing to the “big picture” vision for the department
- Promote the subject throughout the school
- Contribute generously to the positive tone of the Department and the School.

Essential Attributes

- A deep love and knowledge of English literature and language, combined with an ability to encourage and inspire students
- A thorough understanding of the Australian Curriculum and a willingness to embrace Meriden’s inquiry learning focus
- Innovative life-long learner
- Collaborative team player
- Proficient ICT skills and experience
- Strong organisational, administrative and communication skills
- Supportive of the Christian ethos Meriden
- Loyal to the School and the Principal.