

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

English Learning Leader



College Department:	Curriculum
Position Title:	English Learning Leader
Position Classification:	Position of Additional Responsibility (PAR)
Tenure:	2 years
Leadership Points:	2 points
Time Allowance:	3 lesson per week
Working Relationships:	<ul style="list-style-type: none">• Responsible to the Principal• Takes direction from the Director of Learning• Member of the Learning Leader Team• Professional interaction with all students, staff, parents, volunteers, visitors & suppliers of Endeavour College
Special Conditions:	This position is covered by the Lutheran Schools Association Enterprise Agreement

ROLE DESCRIPTION

Primary Responsibility (summary of the position in relation to the College's goals)
<p>In addition to assigned curricular, co-curricular, and extra-curricular duties, the English Learning Leader is responsible for the management and oversight of the English faculty, ensuring that the work is carried out in accordance with the aims and objectives of the College. This includes providing leadership and encouraging a professional culture of improved service by:</p> <ul style="list-style-type: none">• Creating a positive image of the department, and its teachers and students among the College community• Effective oversight of staff within the faculty and their work• Actively supporting and nurturing the professional development and behaviour of staff within the faculty• Ensuring both students and staff within the faculty are encouraged and assisted to establish and maintain the highest standards of which they are individually capable.• Effective consultation with the Director of Learning, other Learning Leaders, Deputy Principal and teachers

Extent of Authority
<ul style="list-style-type: none">• Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role.• Responsible for the development and implementation of innovative curriculum ideas and projects.• Oversight of teachers and LSOs in the English learning environment.• Responsible for the safety, wellbeing, and education of all students in your care.

Key Responsibility Areas (KRAs)
<p>The position encompasses key outcomes which have been collectively accommodated within associated activities under the following KRAs. These KRAs are in addition to assigned curricular, co-curricular, and extra-curricular duties, and include but are not limited to:</p> <p>Faculty Leadership/Management/Administration</p> <ul style="list-style-type: none">• Set goals and objectives and encourage faculty to work collaboratively towards their achievement• Support the faculty in ongoing reflection through professional learning plans

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- Develop the faculty in using available learning technologies, including online resources, teaching programmes and faculty information
- Monitor and attend to requirements of the SACE Board and ACARA/Australian Curriculum, and be familiar with curriculum developments
- Actively promote the key elements of the Vision for Learning and Endeavour Way, and actively work to embed the Vision for Learning within learning area programs
- Attend Learning Leader meetings, liaise with other Learning Leaders and support other faculty initiatives where appropriate
- Consult with the Principal and Director of Learning about significant proposed changes and innovations in the faculty that may impact on the wider college community, and act with the approval of the Principal to implement effectively
- Ensure College procedures are followed and obtain appropriate approvals i.e. for excursions & other events
- Liaise and collaborate with partners such as UniSA and the Connected Schools to enhance student learning opportunities where possible
- Stay current with subject matter changes and developments by being proactive in relevant subject associations or subject related committees

Resource Management

- Organise text books and other student materials
- Prepare materials and displays for Open Days
- Liaise with the Business Manager on budgeting and accounting procedures and approvals for the faculty
- House, maintain and account for all equipment and resources supplied for the faculty and placed in the temporary or permanent custody of the faculty
- Liaise with the Teacher Librarian and e-Learning Leader regarding curriculum to enable the down-loading, collation, preparation and acquisition of suitable resources, including laptop specifications and software
- Provide oversight of faculty materials presented on the Edumate LMS

Staff Oversight/Development

- Meet regularly with faculty staff and share relevant information
- Lead staff professional learning within the faculty, in consultation with the Deputy Principal and Director of Learning and assist staff in the development of professional knowledge and skills
- Implement monitoring procedures that ensure consistent assessment standards
- Monitor performance by faculty member, and work with the Deputy Principal to establish a process of remediation for unsatisfactory performance
- Assist with the orientation of new staff to the faculty and ensure that all staff are acquainted with resources, programmes, assessment and reporting procedures
- Assist and advise staff on effective classroom management
- Maintain safe teaching practices and safety within the classroom
- Maintain acceptable standards of instruction in the faculty
- Set a personal example in pedagogical excellence, professional attitudes, and growth
- Demonstrate subject matter expertise and provide mentoring and guidance to other faculty members
- Supervise the work of any Lutheran School Officers assigned to the faculty

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Academic Standards and Assessment

- Prepare, implement and review programs of work
- Determine assessment procedures, items, criteria and weightings, and co-ordinate faculty assessments in relation to the College Calendar
- Ensure the suitability, validity, equity and standard of assessment items, including marking quality
- Examine assessment data to determine faculty goals and professional learning needs
- Oversee record keeping and storage of student work as required
- Ensure Learning policies are implemented
- Work with staff to ensure a consistent quality of reporting that reflects student learning and engagement

Student Assistance

- Prepare information around subject selection for students and parents in liaison with Director of Learning
- Liaise with Director of Learning regarding subject changes for students
- Encourage students to compete in external competitions
- Support teachers in communication with parents as necessary, regarding student learning and engagement
- Ensure student subject recommendations are completed appropriately

Other Duties

- Display behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in faculty and school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Any other duties as required

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EMPLOYEE SPECIFICATION

Education & Qualifications
<ul style="list-style-type: none">• Relevant tertiary qualifications (Bachelor of Education)• Current Teacher Registration (South Australia)• Accreditation status as an educator in Lutheran Schools (highly desirable)• Current First Aid Training Certificate (highly desirable)
Knowledge & Experience
<ul style="list-style-type: none">• A good understanding of the principles of Lutheran education (highly desirable)• Understanding of, and experience in the application of Restorative Practices (highly desirable)• Demonstrated effective leadership skills in administration, interpersonal relations, planning and programming• Demonstrated experience and ability working independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum• Demonstrated experience instructing, monitoring, and encouraging students to achieve their full learning potential• Knowledge of, and experience using information technology relevant to the teaching, learning and management of a school• Demonstrated experience in effective administration, planning, and programming• Demonstrated experience in establishing effective working relationships with staff, students and parents• Experience in, and passionate about working with and supporting young people on their journey through secondary education
Skills & Abilities
<ul style="list-style-type: none">• A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things is essential• A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable)• Highly effective personal relations skills, with strong oral and written communication skills• Demonstrated ability to document, implement and monitor administrative procedures• Demonstrated ability to work as part of a team, initiating, adapting to, and managing change• Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals