



POSITION DESCRIPTION

PART OF **AngliSchools**

Position Title	Head of Department - English and Languages
Tenure	Permanent Full Time HoD 0.15FTE Teaching load 0.85FTE
Department	Secondary School
Reports To	Director of Teaching and Learning
EBA	The Anglican Schools Commission Incorporated Western Australia Agreement 2019
Classification	WA Teacher Step 1 to Step 10
Date Last Reviewed	August 2026

POSITION PURPOSE

The Head of Department – English and Languages provides curriculum, professional and operational leadership for the English and Languages Department, ensuring the delivery of high-quality teaching and learning programs that support strong student outcomes and align with the GMAS Vision for Learning.

The position is responsible for leading and supporting teaching staff within the Department; overseeing curriculum, assessment and reporting practices; monitoring student achievement and using data to inform continuous improvement; and ensuring the effective day-to-day operation of the Department.

As a practising teacher and curriculum leader, the Head of Department models high-quality professional practice, builds staff capability and contributes collaboratively to the broader educational direction, values and Anglican ethos of Georgiana Molloy Anglican School.

KEY ACCOUNTABILITIES

Curriculum and Educational Leadership

- Provide effective curriculum and educational leadership across English and Languages, ensuring high-quality and consistent teaching, learning, assessment and reporting practices.
- Lead the planning, development, implementation and review of English and Languages curriculum programs in accordance with SCSA, ACARA and School requirements.
- Ensure curriculum documentation, teaching programs, assessment schedules and reporting practices are current, compliant and appropriately implemented.
- Lead the implementation of the GMAS Vision for Learning within the Department and promote evidence-informed teaching practices that improve student learning and engagement.
- Maintain current knowledge of developments, requirements and contemporary practice within English and Languages and communicate relevant information to Department staff.
- Promote consistency of curriculum delivery, assessment and academic standards across year levels and courses.

- Coordinate appropriate moderation processes to support consistency and reliability of assessment and reporting.
- Contribute to subject selection, course counselling and student pathway processes relevant to English and Languages.
- Identify opportunities for innovation and continuous improvement within the Department and lead the implementation of agreed initiatives.

Student Achievement and Data

- Monitor student achievement, progress and engagement across English and Languages and identify areas requiring intervention, extension or improvement.
- Analyse relevant student achievement, assessment and wellbeing data to identify trends and inform Department priorities, curriculum planning and teaching practice.
- Work collaboratively with teachers to develop and implement appropriate strategies to support students who are not achieving expected outcomes.
- Ensure assessment and reporting practices provide accurate, timely and meaningful information about student achievement and progress.
- Liaise with the Director of Teaching and Learning regarding student achievement, curriculum priorities and identified areas for improvement.

People Leadership and Staff Development

- Provide professional leadership, support and guidance to teaching staff within the English and Languages Department.
- Foster a positive, collaborative and accountable Department culture characterised by high expectations, professional respect, shared responsibility and continuous improvement.
- Model high-quality teaching practice, professional conduct and commitment to the GMAS Vision for Learning and School Values.
- Build the capability of Department staff through appropriate professional learning opportunities.
- Coordinate classroom observations and contribute to the School's staff appraisal processes for English and Languages staff.
- Provide timely and constructive feedback to staff regarding professional practice and performance.
- Address emerging performance, conduct or professional practice concerns appropriately and in consultation with the Director of Teaching, Deputy Principal and Learning and Human Resources where required.
- Support the induction and ongoing development of new staff within the Department.
- Facilitate effective Department meetings that promote communication, collaboration, professional learning and shared accountability.
- Contribute to staffing, workforce planning and recruitment processes relating to the Department as required.

Department Operations and Resources

- Be accountable for the effective day-to-day management and operation of the English and Languages Department.
- Develop and implement Department priorities and plans aligned with the strategic and educational priorities of the School.
- Coordinate Department activities, programs and key operational requirements to ensure responsibilities and deadlines are effectively managed.
- Contribute to timetable development, class structures, teaching allocations and other operational planning relevant to the Department.
- Manage the Department's allocated budget responsibly and in accordance with School policies and approved financial delegations.
- Oversee the appropriate selection, allocation, maintenance and use of Department teaching and learning resources.
- Ensure textbooks, digital resources and other curriculum materials are appropriate, contemporary and support effective teaching and learning.
- Maintain appropriate Department records and documentation.
- Identify operational, curriculum or resourcing matters that may impact the effective functioning of the Department and raise these with the Director of Teaching and Learning as appropriate.

Relationships and Communication

- Build and maintain effective professional relationships with students, staff, parents and caregivers, Heads of Department, Heads of House, Senior Leadership and the wider School community.
- Promote open, respectful and effective communication within the Department.
- Liaise with students and parents/caregivers regarding matters relating to English and Languages where escalation beyond the classroom teacher is appropriate.
- Support Department staff in responding effectively and professionally to student and parent/caregiver concerns.
- Work collaboratively with other Heads of Department and School leaders to support whole-School priorities and consistent educational practice across Years 7 to 12.
- Provide advice and professional expertise to Senior Leadership and colleagues regarding English and Languages curriculum and related matters.
- Contribute positively to change processes and support Department staff in the effective implementation of agreed School initiatives.

TEACHING RESPONSIBILITIES

As a Head of Department, the incumbent will maintain an active teaching role and is expected to model high-quality professional practice within their Department.

In accordance with the responsibilities outlined in the GMAS Teacher (Secondary) Position Description, the Head of Department will:

- Plan, deliver and assess high-quality, evidence-informed teaching and learning programs that meet relevant SCSA, ACARA and School requirements.
- Create safe, inclusive and engaging learning environments that promote high expectations, positive relationships, student wellbeing and achievement.
- Use student achievement and wellbeing data, formative and summative assessment and reflective practice to inform teaching, differentiation and continuous improvement.
- Maintain accurate student records, assessment information and reporting requirements and communicate effectively with students, parents and caregivers regarding student progress.
- Model effective classroom management, restorative and relational practices and appropriate professional boundaries.
- Contribute to pastoral care and other whole-School responsibilities as required.
- Demonstrate and promote the GMAS Vision for Learning, School Values, commitment to child safety and the ethos of Anglican education.
- Maintain all required professional registrations and clearances and comply with School policies, the Staff Code of Conduct, WHS requirements and relevant professional standards.
- Fulfil the School's annual 40-hour co-curricular requirement and participate in camps, excursions, School events and activities as required.

The teaching load attached to the Head of Department position may be varied from time to time having regard to the operational and timetabling requirements of the School.

Manage Self and Professional Skills

- Comply with the GMAS Staff Code of Conduct and TRBWA Teacher-Student Professional Boundaries.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.

Other Duties

- Maintain a practising role in the teaching program and/or provide cover for a teacher if urgent issues arise.
- Teaching load is determined on a year-by-year basis.

Undertake other duties as directed by the Principal and/or Deputy Principal.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

The Head of Department – English and Languages will:

- Maintain strict confidentiality in relation to School, staff and student matters.
- Demonstrate overt support for the School Values, Vision for Learning and Anglican ethos.
- Maintain a strong commitment to child safety and student wellbeing.
- Demonstrate professional, ethical and respectful conduct at all times.
- Foster a culture of collaboration, accountability, continuous improvement and sharing of professional knowledge.
- Develop and maintain positive and productive working relationships with students, colleagues, families and other stakeholders.
- Demonstrate a strong commitment to responsive, professional and respectful service to students, families, colleagues and the wider School community.
- Attend and contribute to relevant School meetings, professional learning and School activities as required.
- Participate in the School's staff appraisal and professional growth processes.

This Position Description is intended as a guide to the primary responsibilities of the position and is not an exhaustive list. The incumbent may be required to undertake other reasonable duties within the scope of the position as directed by the Principal and/or Deputy Principal.

POSITION DIMENSIONS

People Management

Teaching staff within the English and Languages Department

Budget / Expenditure:

As advised annually by the Principal and Business Manager and in accordance with approved School delegations

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Director of Teaching and Learning
- Heads of Department
- Heads of House
- Teaching Staff
- Support Staff
- Students

External

- Parents and Caregivers
- Relevant educational, curriculum and professional bodies as required

SELECTION CRITERIA

Selection Criteria (to be addressed within the candidate's application for employment)

Essential

- Appropriate tertiary teaching qualifications and current registration, or eligibility for registration, with the Teacher Registration Board of Western Australia.
- Demonstrated successful teaching experience within English and/or Languages, including the capacity to teach relevant senior secondary courses and ATAR level in at least one subject area.
- Demonstrated capacity to provide effective curriculum and educational leadership, including curriculum planning, assessment, moderation and implementation of relevant SCSA and ACARA requirements.
- Demonstrated ability to lead, support and develop teaching staff, foster a positive and collaborative team culture and promote high standards of professional practice and accountability.
- Demonstrated ability to analyse student achievement and other relevant data and use this information to inform teaching practice, intervention, curriculum planning and continuous improvement.

- Demonstrated commitment to high-quality, evidence-informed teaching and learning, inclusive practice, student wellbeing and restorative and relational approaches.
- Highly developed interpersonal, communication and organisational skills, including the ability to build productive relationships with students, staff, parents/caregivers and School leaders and manage competing priorities effectively.
- Demonstrated commitment to professional growth, reflective practice and educational improvement, together with a clear alignment with the GMAS Vision for Learning, School Values, commitment to child safety and the ethos of Anglican education.

ELIGIBILITY AND TRAINING REQUIREMENTS

- Hold and maintain current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Hold or obtain a current Working with Children Check.
- Meet all School and legislative screening and clearance requirements, including a Nationally Coordinated Criminal History Check.
- Maintain any professional learning, training and certifications required by the School or relevant regulatory authorities.
- Be supportive of the objectives, values and ethos of Anglican education.

INHERENT PHYSICAL REQUIREMENTS

The successful applicant must be able to:

- Provide effective professional and curriculum leadership to staff within the Department.
- Teach and supervise students effectively while maintaining appropriate duty of care, professional boundaries and a safe and inclusive learning environment.
- Exercise sound professional judgement and make timely decisions in relation to curriculum, staff, students and Department operations.
- Manage competing leadership, teaching and administrative responsibilities and meet required deadlines.
- Conduct professional and, where necessary, challenging conversations with staff, students and parents/caregivers in an appropriate and constructive manner.
- Maintain concentration, situational awareness and sound professional judgement, particularly when responsible for student learning, behaviour, wellbeing and safety.
- Communicate effectively and professionally with students, staff, parents/caregivers and members of the wider School community.
- Maintain the physical capacity required for classroom teaching, student supervision and movement throughout the School campus.
- Participate in School activities across indoor and outdoor environments, including rostered duties, excursions, camps, co-curricular activities and School events.
- Participate in activities outside normal School hours where reasonably required.
- Maintain all required professional registrations, screening and clearances.
- Comply with all professional, child safety and workplace requirements, including the Staff Code of Conduct, Child Protection Policies, professional boundaries, WHS requirements, School policies and lawful and reasonable directions.

Reasonable adjustments will be considered where appropriate to enable an employee to perform the inherent requirements of the position, provided those adjustments do not compromise student safety, duty of care or the essential requirements of the role.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child-safe environment. Our School actively promotes the safety and wellbeing of all students, and all School staff are expected to be committed to protecting students from abuse or harm in the School environment, in accordance with their legal obligations, our Child Protection Policies and Staff Code of Conduct.

A valid Working with Children Card and Nationally Coordinated Criminal History Check are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican School, and applicants are expected to demonstrate empathy with and support for the School's Anglican ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal	Mr Brad Evans		
	Name	Signature	Date

Title			
	Name	Signature	Date

Georgiana Molloy Anglican School is a child-safe environment