HEAD OF ENGLISH

DUTY STATEMENT

St John’s Grammar is a growing school at Belair with the secondary campus comprising students from Year 7 to Year 12. It is subdivided into a Middle and Senior School, each with different philosophies and methodologies.

The Head of English will have oversight and responsibility for the teaching of English to all students on the secondary campus. English courses incorporate support and extension groupings of students at some year levels and three SACE courses, including English as a Second Language.

A Head of Department of St John’s Grammar will have a reduced teaching load in order that she/he can carry out the duties as detailed below. She/he will be expected to contribute to the co-curricular and pastoral life of the school. The Head of Department is responsible, in the first instance, to the Director of Curriculum.

Curriculum

- Oversee the development and teaching of syllabi in the Middle School (Years 7 to 9) and the Senior School (Years 10 to 12) with methodologies and content applicable to each school, consistent with broader school policies and best practices.
- Carry out all SSABSA requirements for the Department in consultation with teaching staff.
- Differentiate programs, as necessary, to meet a range of student needs.
- Monitor and evaluate curriculum on a regular basis.
- Maintain a file of emergency relief lessons.
- Make recommendations to the Director of Curriculum about staffing and timetabling.

Leadership

- Monitor and encourage teachers in their department in their professional development.
- Forward new resources to department staff.
- Orientate new staff to the department.
- Establish and maintain best practices in the teaching of their subject areas.
• Schedule regular meetings with department staff.

Administration
• Be responsible for the ordering of equipment, resources and materials, and liaise effectively with the Head of Library Services.
• Ensure that assessment and reporting procedures are carried out effectively within the subject area, in accordance with school policy.
• Prepare annual budget submissions for the department, and monitor the spending of allocated funds.
• Attend scheduled Heads of Department meetings.

Accountability
• Write an Annual Operational Plan for the Department.
• Maintain a Departmental Handbook, ensuring that an academic policy for the subject includes guidelines for the setting of homework, student non-completion of work, and student poor performance, in order to deliver the curriculum to a high standard.
• Submit an annual report on the teaching of the subject in the Middle and Senior Schools to the Principal and the Director of Curriculum.

Publicity and Publications
• Be responsible for the establishment and maintenance of a School Intranet page.
• Oversee preparation of teaching areas for Open Day and Information Evenings.
• Provide articles for school newsletters and journals.
• Update and edit tri-folds for the department.
• Prepare an annual report for the School Magazine (TBC).
• Provide subject descriptors for year level handbooks.
• Participate in subject competitions and special days.