



Pittwater House

POSITION DESCRIPTION

TITLE	Head of Department - English
REPORTS TO	Principal via Deputy Principal
NATURE OF EMPLOYMENT	Leadership Level 3

POSITION OVERVIEW

Liaison with

1. Director of Studies
2. Director of Teaching and Learning
3. Heads of School
4. Faculty Coordinator
5. Coordinator of Diverse Learning
6. Staff
7. Parents

Philosophy

The care of and interest in each individual student is one of the defining features of Pittwater House. Understanding the needs, strengths and potential of every student, while recognising the distinctive needs of boys and girls, remains central to the Pittwater House approach.

Pittwater House is committed to providing a rigorous and engaging education built on strong relationships, high expectations and excellent teaching. Our approach is informed by evidence about how students learn, with a focus on developing secure knowledge and understanding that enables students to think deeply, solve problems, create and learn with increasing independence. Technology is used purposefully where it enhances teaching and learning, rather than as an end in itself.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

Child Protection

Pittwater House is a child safe environment. The safety, protection and well-being of all students and other children and young persons involved in activities at the School are of fundamental importance. The School actively promotes the safety and well-being of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in

accordance with their legal obligations, including the National Principles for Child Safe Organisations. The School's Child Protection Policy is available to all existing staff via the policy handbook or upon request.

ESSENTIAL CRITERIA

Leadership expectations for the Head of Department – English

As a formal leadership position, the Head of Department - English is expected to provide strong academic, curriculum and staff leadership across the English Faculty. The role requires more than effective classroom teaching; it involves leading a team of teachers, strengthening student learning outcomes, ensuring NESA compliance and contributing to the broader academic direction of Pittwater House.

1. Lead the development, implementation, review and continuous improvement of English programs from Years 7 to 12, ensuring all teaching, learning, assessment and reporting practices meet NESA syllabus requirements and support strong student growth.
2. Provide clear leadership to English teachers through regular faculty meetings, collaborative planning, mentoring, modelling of effective practice and the promotion of high expectations for teaching, learning and professional conduct.
3. Maintain oversight of NESA documentation, including scope and sequences, teaching programs, assessment schedules, assessment notifications, registers of student achievement and records required for RoSA and HSC courses.
4. Lead the design and quality assurance of assessment tasks, marking criteria and feedback processes to ensure they are valid, equitable, appropriately differentiated and consistent with NESA requirements and Pittwater House expectations.
5. Use student achievement data, including internal assessment, NAPLAN, Minimum Standards, RoSA and HSC results, to evaluate faculty performance, identify areas for improvement and implement evidence-informed strategies that strengthen literacy, engagement and academic achievement.
6. Support teachers in meeting the needs of diverse learners by working with the Coordinator of Diverse Learning and relevant pastoral leaders to ensure appropriate adjustments, differentiation and learning support are reflected in English programs and classroom practice.
7. Keep the faculty informed of changes to NESA syllabuses, assessment requirements, credentialling processes and school registration requirements relevant to English, and lead the faculty through any necessary curriculum transition or implementation process.
8. Contribute to staff induction, professional learning and teacher accreditation processes by supporting new and early career English teachers, encouraging reflective practice and helping staff collect and apply evidence aligned with the Australian Professional Standards for Teachers as administered by NESA.
9. Work collaboratively with the Deputy Principal, Director of Studies, Director of Teaching and Learning, Heads of School and other faculty leaders to support whole-school curriculum priorities, academic care, literacy development, reporting practices and strategic initiatives.
10. Manage faculty resources, texts, budget priorities and administrative systems to ensure the English Department is well organised, appropriately resourced and aligned with the School's academic and operational requirements.
11. Represent the English Faculty professionally in leadership discussions and ensure relevant information from school leadership is communicated clearly and consistently to faculty staff.

12. Model the Pittwater House Core Values of Honesty and Integrity, Excellence, Respect and Care, Origins, Innovation and Community in leadership practice, decision-making, communication with families and staff, and contribution to the broader life of the School.

General expectations for staff at Pittwater House

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. They will:

Have appropriate qualifications in education and be registered and comply with NESA requirements

1. Full-time Senior School Teachers will be allocated up to 45 periods a fortnight for face-to-face classes.
2. Maintain a valid Working with Children check approval number
3. Have academic mastery of the subject content they teach
4. Have proven skills in programming, lesson planning, assessment and reporting strategies
5. Be reflective teachers, continually looking for feedback and learning opportunities
6. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
7. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
8. Be skilled in classroom management and administration
9. Understand the need to provide effective feedback to students in order to improve their understanding and learning
10. Maintain effective communication with colleagues, Heads of School and parents
11. Be an active user of the school's e-learning platform to support learning and communication
12. Assess and return work promptly to students with adequate feedback
13. Be available for faculty and staff professional learning, before and after school, where required
14. Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
15. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
16. Maintain professional confidentiality concerning information about staff and/or students and their families.
17. Act as a member of a team, developing and supporting the philosophy and ethos of the team
18. Ensure that all documents are prepared and presented in accordance with the School's Style Guide
19. Attend and participate in assemblies where directed.
20. Undertake other roles as determined by the Principal.

Pastoral and Co-curricular Duties

A Pittwater House teacher will recognise the importance of pastoral care and be actively involved in the program. In particular, they may:

1. Be allocated a "Form Class" each year (pastoral class).
2. Be responsible for attendance and following up on attendance issues.
3. Promote pastoral care and leadership of the students.
4. Report directly to the Head of the Grammar School or Girls' College.
5. Be involved in the pastoral or leadership annual camp. This will involve participation in Camps, which could be up to 4 nights in length.

6. Maintain and run the pastoral program in the allocated Form time.
7. Attend and participate in assemblies where directed.
8. Be available for co-curricular activities after school and other times when required.
9. Provide appropriate administration and supervision during these activities, where required.

Variations

Pittwater House is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our school community. The role description may be varied at any time to meet the changing needs of the School, and in such cases, reasonable notice will be given prior to any variation taking effect.

Performance

The successful applicant will be reviewed ongoingly in accordance with the NESA Teaching Standards and the School's Code of Conduct.