



## HEAD OF ENGLISH Position Description

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**Time:** Full-Time – 1.0 FTE  
**Area of Responsibility:** Leading the English Department across the Secondary School

### Position Context

Leibler Yavneh College is a co-educational Modern Orthodox Jewish Day School catering for students from ELC to Year 12. Our vision is to develop the character, enrich the intellects and engage the souls of outstanding, Torah and Israel-committed youth. Leibler Yavneh College is committed to playing a central role in the personal development of our students, nurturing them to become lifelong independent learners, of fine character imbued with integrity and compassion. The learning environment is focused on fostering strong academic achievements and positive wellbeing outcomes to assist students flourish across intellectual, spiritual, social, emotional, physical behavioural and cultural aspects of the self.

The Head of Department will be a visionary educator who is responsible for leadership and management of the department. They will keep abreast of research in learning and teaching, including approaches, pedagogy, student engagement, learning theory and knowledge. The Head of Department will work actively to build a collegial team of staff within the department and will promote the learning area within the school community of students, parents and staff.

### Line Management

Responsible to the Director of Teaching and Learning.

### Duties and Responsibilities

The Head of Department has the following roles:

- Lead department staff to excellence as a team as well as individuals delivering excellence in their teaching and learning.
- Work closely with colleagues to develop the curriculum, as well as the teaching and learning program for each class.
- Actively contribute to the Heads of Department team to help shape the School's curriculum and teaching development in collaboration with the Director of Teaching and Learning.
- Contribution to co-curricular activities within the School.
- Support the development and maintenance of a best practice WHS culture within the workplace.



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### General teaching role:

- A teaching role from Year 7-12.
- A pastoral role with an assigned Home Group.
- Contribute to an assigned extra-curricular activity within the School.
- Promote Leibler Yavneh College.

### Responsibilities include:

#### Curriculum:

- Clearly document curriculum from Years 7 to 12, aligned to Australian Curriculum and VCAA, including pedagogies associated with the school's focuses.
- Differentiate programs and assessment strategies, as necessary, to meet a range of student needs.
- Integrate technology into teaching and learning.
- Work with all staff to ensure our GANAG pedagogy is implemented in the most appropriate ways.
- Monitor and evaluate curriculum on a regular basis.
- Work with staff who teach other subjects in the development of interdisciplinary units, or in developing joint programs where appropriate.
- Review the academic policy for the Department, ensuring that guidelines are clearly established to deliver the curriculum to a high standard.

#### Staff:

- Engage, lead and manage department staff to work as a high performing team.
- Monitor and encourage teachers in the department in their professional learning. Provide feedback to staff and help them manage their professional growth.
- Be a mentor, particularly to new staff, reflecting Best Practice pedagogies and knowledge of curriculum content.
- Provide advocacy on behalf of department staff as necessary.
- Make recommendations to the Director of Teaching and Learning about staffing and timetabling.
- Be accountable for the performance management of staff and for monitoring that appropriate standards of teaching, assessment, reporting and behaviour are followed.

#### Organisation:

- Write an Annual Operational Plan for the Learning Area.
- Be responsible for the ordering of equipment, resources and materials.
- Prepare annual budget submissions for the department and monitor the spending of allocated funds.
- Monitor and maintain physical teaching spaces and ensure they facilitate learning and that they are safe places for learning in accordance with WHS policies.

#### Assessment:

- Ensure the assessment and reporting procedures are carried out effectively, in accordance with school, Australian Curriculum and VCAA policy.
- Highlight the importance of quality feedback to students and model examples.



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## Professional and Personal Attributes

### Qualifications:

- Relevant tertiary qualification
- Registered teacher status

### Essential:

- Exceptional teaching record with the ability to produce outstanding outcomes for all students.
- Exceptional interpersonal skills and the ability to relate to all students, staff and parents.
- A person with a love of children, a family-centred focus, and an ability to relate to all age groups.
- The ability to enthuse others by marshalling professional expertise and contributing to a sense of purpose and direction.
- Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience.
- An ability to advocate on behalf of others, engages with measured risk and shows personal courage.
- Demonstrates self-awareness and a commitment to ongoing professional learning for self and staff.

### Desirable:

- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
- Experience in a similar role or demonstrable potential to succeed in a leadership role.
- Experience in building a connected school community, positive culture, student welfare and pastoral care programs.
- Experience in working with students who have a variety of learning, social and psychological needs
- Experience in embedding ICT in learning experiences.

## The Application

### Applicants should provide:

- An introductory letter of 1-2 pages
- Curriculum Vitae

Shoshi Vorchheimer  
Director of Teaching and Learning