

Head of English Job Description

Primary purpose

The Head of English is a leadership role held in addition to a classroom teaching position. The primary purpose of this role is to provide strategic, instructional, and regulatory leadership for the English Learning Area. This includes the oversight of curriculum design, the professional supervision of faculty staff, and the management of Queensland-specific assessment protocols (Years 7–12) in accordance with the Freshwater Standards and the College Strategic Plan.

Nature of the Appointment

1. *Classroom Teaching:* The Head of English maintains an active classroom teaching load. For the specific duties, expectations, and pedagogical requirements of this component, refer to the Secondary Teacher Job Description.
2. *Non-Contact Time Allowance:* To facilitate the leadership and administrative requirements of the Head of Department role, a non-contact time allowance is provided relative to the scale of the position and faculty size, as determined by the College Principal.
3. *Financial Allowance:* This position is recognised as a role of added responsibility and carries a financial allowance (loading) in addition to the standard teacher's salary, as outlined in the College's salary guide and letter of appointment.

Relationships

The Head of English reports directly to the Head of Secondary.

Key Responsibilities

1. *A. Collaborative Leadership (Curriculum and Pedagogy Team)*
 - a. Strategic Contribution: Active participation in C&P Team meetings led by the Deputy Principal to develop and refine whole-of-school pedagogical frameworks and instructional models.
 - b. Cross-Curricular Literacy: Lead the development of literacy strategies that can be implemented across other learning areas to improve student outcomes College-wide.
 - c. Peer Mentoring: Work collaboratively with other Heads of Department and the Deputy Principal to share best practices in staff coaching, data analysis, and classroom observation.
 - d. Policy Development: Assist the Deputy Principal in the creation, review, and implementation of academic policies, reporting standards, and assessment protocols.
2. *Instructional Leadership in English*
 - a. Syllabus Management: Accountable for the fidelity of the English Australian Curriculum (v9.0) and QCAA Senior Syllabuses.
 - b. Pedagogical Excellence: Ensure that English instruction reflects contemporary research-based practices, with a focus on high-impact teaching strategies and student engagement.

- c. **Data-Driven Improvement:** Lead the faculty in analysing NAPLAN, PAT-R, and Senior Secondary data to identify trends, address learning gaps, and refine the scope and sequence of the curriculum in consultation with the Deputy Principal.

3. *Moderation and Quality Assurance*

- a. **Assessment Oversight:** Direct the creation of all English assessment instruments to ensure they provide valid, reliable data and meet the cognitive verbs and rigour required by external authorities.
- b. **QCAA Compliance:** Lead the department through the Confirmation (Year 12) and Monitoring (Year 11) cycles, ensuring all student portfolios are prepared to state standards. Manage all departmental requirements for the QCAA, ensuring all materials for monitoring and confirmation are reviewed by the Deputy Principal prior to submission.
- c. **AARA Management:** Oversee Access Arrangements and Reasonable Adjustments (AARA) for English assessment, ensuring equitable access for students with disabilities or illness.
- d. **Academic Integrity:** Implement and monitor protocols for Academic Integrity, including the management of drafting processes and the ethical use of Generative AI within the faculty.
- e. **Internal Moderation:** Establish and facilitate formal moderation processes within the department to ensure consistent application of marking guides and reporting standards.

4. *Faculty Management and Staff Development*

- a. **Staff Mentorship:** Provide ongoing coaching and induction for English teachers that aligns with the Australian Professional Standards for Teachers, fostering a culture of professional growth and high expectations.
- b. **Differentiated Practice:** Collaborate with teachers and the Learning Support team to ensure the English curriculum and assessment are appropriately modified for students with diverse learning needs.
- c. **Performance Appraisal:** In coordination with the Deputy Principal, contribute to the professional review process for faculty members, offering constructive feedback on classroom practice.

5. *Resources*

- a. **Financial:** With the Deputy Principal, ensure the English department budget is prioritising resources that directly enhance student learning outcomes.
- b. **Physical:** Under the guidance of the C&P team and within budget constraints, ensure students have access to a rich diversity of texts (physical and digital) that align with curriculum goals. Ensure that the selection of literature and the exploration of thematic content are consistent with the College's Christian values and educational philosophy.

Selection criteria

Essential

1. Relevant teaching qualifications and current Queensland College of Teachers registration.
2. Full alignment with the values, virtues, and Christian beliefs of Freshwater Christian College.
3. The ability to affirm, uphold and model the College's Statement of Faith, Freshwater Standards, and the Staff Code of Conduct at all times.
4. Successful teaching experience in collaborative, innovative, and caring school educational environments.
5. Demonstrated expertise in the English Australian Curriculum and QCAA Senior Syllabuses.
6. Proven capacity for collaborative leadership and high-level organisational management.
7. Experience in providing clear communication to a broad range of stakeholders.
8. Ability to interpret data sets to drive academic improvement.

9. Strong interpersonal and relationship-building skills to deal with a diverse community of interests and needs within the school community.

Highly Regarded

1. Postgraduate studies in Education.

Note

This document provides a general overview of the major duties and responsibilities for this position; it is neither exhaustive nor all-inclusive. The incumbent may, therefore, be required to perform additional work duties for Freshwater Christian College not specifically detailed herein. Freshwater Christian College reserves the right to modify this job description from time to time in consultation with the incumbent, based on the College's operational needs.

Status	Approved	Supersedes	v1
Version	v1	Authorised by	Principal
Last reviewed	12/01/2026		
Review cycle	It is intended that this job description will be formally reviewed every three years or thereabouts, but may be amended sooner if triggered by changes in law, operational shifts, or as part of our commitment to continuous improvement.		