



## Head of English Learning Area – 1.0FTE (commencing January 2017)

### College introduction

Lake Joondalup Baptist College is a flourishing Kindergarten to Year 12 Christian College which opened in 1990 and which has a reputation as a provider of educational excellence. The College has an open enrolment policy of approximately 1500 students, of whom 941 are Secondary students and 559 are Primary children. Year 7 students are part of LJBC's Secondary School.

### College aims

The College aims to provide a Christian education of excellence, encouraging a strong social conscience within a Christian framework, and endeavours to develop the spiritual, intellectual, social, emotional and physical potential of all students.

### College motto

Seek Wisdom Act Justly Love Mercy

### College Leadership

The College seeks to appoint a Head of English for January 2017. The Head of English will be a member of the College Leadership Team and will be under the line management of the Dean of Studies K-12 /College Deputy Principal. The time allocation for this leadership position will be 0.4FTE with a 0.6FTE teaching load to constitute a full time appointment. The position is suited to a lead teacher.

The demonstrated ability of applicants to work collegially and collaboratively in a team, be strategic, well organised, demonstrate understanding of leadership skills and processes and possess the ability to work independently and exercise strong leadership, are qualities that will be sought in the appointment of the new Head of English.

Applicants for this position must be mature, practising Christians, able to provide spiritual leadership to staff and students and be prepared to contribute actively to the Christian witness of the College. A current reference from the applicant's pastor or minister is desirable and should accompany the application. The successful applicant will be able to provide the highest quality educational leadership to the Secondary School, Years 7-12, including strong leadership towards the implementation of the Australian Curriculum and an understanding of the dynamic needs of a 21<sup>st</sup> century educational environment. The ability to manage people and situations well is also required. Copies of the applicant's academic record, together with details of subjects taught, leadership experience and professional development undertaken should be included in the application.

The following information provides overarching description followed by fine-grained detail with regard to the expected duties of the Head of English Learning Area.

#### 1. General leadership

- 1.1. Share responsibility for promoting the vision, ethos and aims of the K-12 College.
- 1.2. Provide progressive, improvement-focussed leadership.
- 1.3. Effective management and provision of leadership to staff, students and parents through periods of change.

- 1.4. Demonstrate godly Christian leadership and discipleship.
- 1.5. Offer professional leadership to all staff; work collegially as a team member within the College Leadership Team.
- 1.6. Build morale, collegiality and professionalism among all staff.
- 1.7. Provide the College Principal with regular briefings relating to the duty statement.
- 1.8. Provide leadership to committees and working parties within the College as delegated by the Principal.
- 1.9. Facilitate the development of links and collegiality between staff of the LJBC Primary and Secondary Schools where appropriate to this portfolio.
- 1.10. Monitor, measure and report on Key Performance Indicators related to duty statement.
- 1.11. Develop, disseminate and implement policies and procedures relating to the duty statement.
- 1.12. Prepare items and articles for newsletters and other publications.
- 1.13. Attend designated after-school-hours events, activities and functions of the Secondary School.
- 1.14. Undertake short, medium and long-term planning relating to duty statement.
- 1.15. Set directions, provide leadership, make decisions, and assume accountability for daily operations and the overall effectiveness of the portfolio.
- 1.16. Understand that the Lake Joondalup Baptist Church is a key stakeholder in the College; provide fellowship, support and assistance to the Lake Joondalup Baptist Church in areas related to duty statement.
- 1.17. Actively contribute to and attend selected College events, Inter House and Inter School carnivals, Presentation/Prize Giving and Graduation ceremonies and other events as delegated.
- 1.18. Assist in maintaining a safe, positive, harmonious and disciplined school climate.
- 1.19. Other duties as delegated by the Principal

## **2. Curriculum, Teaching and Learning**

*Responsible to the Principal, Dean of Studies K-12, the Executive Director Business & Finance and the Dean of Administration*

- 2.1. A permanent member of the Secondary Curriculum Committee and responsible, with the Dean of Studies K-12 and the other Heads of Learning, to regularly monitor, audit and review the College Curriculum and Assessment.
- 2.2. Responsible for curriculum leadership within the Learning Area, managing change and providing progressive and positive leadership to the Learning Area.
- 2.3. Responsible to the Dean of Studies K-12 for the full and effective implementation of the Australian Curriculum, assessment and reporting, VET courses, Courses of Study and all other curriculum matters.
- 2.4. Responsible to the Dean of Studies K-12 for academic reporting relating to the Learning Area.
- 2.5. Ensures that College, School Curriculum and Standards Authority, TISC and other curriculum and academic requirements are met, including programs, course outlines, assessment programs, moderation, levels and grades etc.
- 2.6. Audits teachers programs, syllabi, assessment plans, assessment items, student records and the quality of student work.
- 2.7. Ensures that all learning activities and programs in the Learning Area reflect current pedagogy, provide for a differentiated curriculum, reflect the requirements of the Australian Curriculum and are of the highest professional and academic standard.
- 2.8. Ensures that all curriculum and assessment in the Learning Area addresses the learning needs of all students in Learning Area courses, including those students in learning support and those identified as talented and/or gifted.
- 2.9. Design, develop and evaluate a range of monitoring and assessment tools.
- 2.10. Monitor, moderate and approve all grade allocations and examination results.

- 2.11. Ensures a high standard of record keeping and documentation relating to student academic progress.
- 2.12. Selects textbooks and other learning resources and liaises with the Dean of Studies K-12 and the Executive Director Business & Finance with respect to the annual booklist.
- 2.13. Selects recipients for Learning Area awards within College guidelines.
- 2.14. Ensures that students within the Learning Area have opportunity to participate in a range of external competitions and examinations.
- 2.15. Provides leadership in the implementation of communication and information technology within the Learning Area.
- 2.16. Provides direction, supervision and leadership to all co-curricular programs relating to the Learning Area.
- 2.17. Works with the Dean of Administration in charge of timetabling with respect to all aspects of the preparation of the College timetable as it relates to the Learning Area, including staff deployment.
- 2.18. Analyses subject, student and teacher performance in-class tests, examinations and standardised tests, following up and implementing interventions designed to improve the academic performance of the Learning Area.
- 2.19. Provides curriculum support to the Primary School.

### **3. Professional supervision of staff**

*Responsible to the Principal and the Dean of Staff Development & Co-curricular*

- 3.1. Assists and advises the Principal concerning staffing of the Learning Area, and undertakes the first stage of advertising for and appointing new staff.
- 3.2. Responsible for the supervision, management, deployment and effectiveness of staff in the Learning Area.
- 3.3. Responsible for the induction of new teachers into the Learning Area, for the mentoring of staff who are in their early years of teaching, and for the professional development of Learning Area staff.
- 3.4. Responsible for the performance management of staff in the Learning Area; carries out staff performance appraisals as requested by the Dean of Staff Development and Co-curricular.
- 3.5. Establishes action plans for staff experiencing difficulties and monitors and evaluates these plans.
- 3.6. Supervises non-teaching staff allocated to the Learning Area, in conjunction with the Executive Director Business & Finance.
- 3.7. Establishes and maintains high levels of morale and excellent professional standards within the Learning Area.
- 3.8. Responsible for the general welfare and professional conduct of Learning Area staff.
- 3.9. Ensures dissemination and equitable allocation of professional learning opportunities.
- 3.10. Promotes positive, collegial and cooperative working relationships between staff within the Learning Area.
- 3.11. Promotes positive, collegial and cooperative working relationships with staff in other Learning Areas and between other Heads of Learning Area.
- 3.12. Fosters respectful and positive relationships between staff and students.
- 3.13. Delegates appropriate responsibility to others in the Learning Area.
- 3.14. Encourages reflective practice.

### **4. Students**

*Responsible to the Dean of Students K-12, Dean of Studies K-12, Dean of Administration and Dean of Staff Development & Co-curricular*

- 4.1. Maintains a rigorous, positive, safe and rewarding learning environment for students.
- 4.2. Monitors the tone and climate of classrooms within the Learning Area and is proactive in intervening when necessary.

- 4.3. Monitors and manages the behaviour of students while in the Learning Area and is responsible to the Dean of Students K-12 for the effective implementation of the College's behaviour management policies and procedures.
- 4.4. Undertakes second level disciplinary interventions with students, the classroom teacher having implemented first level interventions.
- 4.5. Liaises with the Head of House or Dean of Students K-12 regarding students with a pattern of unresolved behaviour issues or one-off severe behaviour incidents.
- 4.6. Oversight of, signs off on and supervises the planning and conduct of all lessons, activities, excursions, co-curricular activities and camps in the Learning Area, including the standard of student conduct and attire and ensuring full adherence to all College policies and procedures, particularly relating to duty of care.
- 4.7. Ensures adherence to policies and procedures relating to students with special needs (students with disabilities, learning difficulties and students who are talented and gifted) and ensures that the Learning Area provides differentiated programs which provide for the full range of students. Liaises with the Dean of Studies K-12 and relevant teachers to ensure adherence to these policies and procedures.
- 4.8. Where delegated by the Dean of Administration, allocates students to classes and discusses class placements with parents and other staff.
- 4.9. Advises students on subject and course selection and on course and subject prerequisites.

## **5. Planning and Policies**

*Responsible to the Principal and the Dean of Studies K-12*

- 5.1. Establish Learning Area priorities and plans of action.
- 5.2. Ensures compliance within the Learning Area of all College policies and procedures.
- 5.3. Undertakes long term and short term planning for the Learning Area.
- 5.4. Implements a review and evaluation cycle for all activities and programs of the Learning Area.
- 5.5. Responsible for occupational health and safety issues within the Learning Area.

## **6. Communication and liaison**

*Responsible to the College Management Team and the Executive Manager Enrolments & Promotions K-12*

- 6.1. Ensure that all forms of written communications originating from the Learning Area are of the highest standards graphically and grammatically and ensure adherence to the College Style Manual.
- 6.2. Prepares regular newsletter articles to promote the Learning Area and is responsible to the Executive Manager Enrolments & Promotions K-12 for the preparation of material for College publications, including the newsletter and annual magazine *Impressions*.
- 6.3. Promotes the Learning Area with vigour, both in the College and in the wider community, including at College marketing events.
- 6.4. Implements policies and procedures that ensure that Learning Area staff make pre-emptive and timely contact with parents about their child's progress, attitude and behaviour.
- 6.5. Organises weekly Learning Area staff meetings and other meetings as appropriate. Liaises with the Principal, Dean of Studies K-12, Dean of Administration and Dean of Staff Development & Co-curricular and the Executive Director Business & Finance and other staff with respect to all matters relating to the Learning Area.
- 6.6. Communicates to members of the Learning Area matters arising from meetings of the College Leadership Team and the Secondary Curriculum Committee.
- 6.7. Provides Learning Area information for handbooks, prospectuses, website and other publications.
- 6.8. Advertises for Parent Participation Program help in the Learning Area and supervises parents providing assistance.

## **7. Facilities, Resources and Finances**

*Responsible to the Executive Director Business & Finance*

- 7.1. Provides comprehensive annual budget documentation for the Learning Area, manages the cost centre, authorises all expenditure, and adheres to all ordering and other policies and procedures, keeps expenditure within the budget as established.
- 7.2. Ensures that classrooms and facilities allocated to the Learning Area are kept in excellent condition and provide students with a vibrant and interesting physical environment.
- 7.3. Maintains an up-to-date inventory of Learning Area stock, resources and equipment.
- 7.4. Responsible for resources belonging to that Learning Area, including repairs and maintenance, in consultation with the Executive Director Business & Finance.
- 7.5. Orders teaching supplies, texts and associated materials in consultation with the Executive Director Business & Finance and within budgetary constraints.
- 7.6. Selects library resources in consultation with the Head of Library, within the allocated budget.
- 7.7. Facilitates the use by the LJB Church of Learning Area facilities and equipment.

## **8. Other**

- 8.1. Other duties as delegated by the Principal.

## **Commencement date**

January 2017

## **Application process**

Visit the Employment section on the College website at <http://www.ljbc.wa.edu.au/Employment.html> and refer to the section *Application Information, Secondary Teaching Staff Prospectus*. All applications must be submitted with a completed [Employment Application Form](#).

Your application must include the following documentation:

1. *College Application Form*
2. *Covering Letter*
3. *Resume*
4. *Response to the Duty Statement*
5. *Certified copies of qualifications and Working with Children Check*
6. *Proof of current registration with the Teacher Registration Board of WA or application towards*
7. *A written reference from your Pastor/Minister is desirable*

Kindly submit your application, preferably by email and in PDF format, together with your resume as follows:

**By email:**     **HR@ljbc.wa.edu.au**

Should you wish to hand deliver or post your application to the College, ***please do not*** use staples in your documentation.

**By post to:**     Attention: Human Resources Officer  
                    Lake Joondalup Baptist College  
                    PO Box 95  
                    JOONDALUP WA 6919

*By hand:* Attention: Human Resources Officer  
Lake Joondalup Baptist College  
Kennedy Drive  
Joondalup

Closing date for applications: 4pm Tuesday 6 September 2016

Dawn Clements  
College Principal

August 2016