



Sapphire Coast

ANGLICAN COLLEGE

Job Description and Duty Statement

Job Title: Head of English	
Department: Secondary School	Job Grade: Subject to experience
Report to: Director of Teaching and Learning	Date Prepared: June 2026

Position Overview

Sapphire Coast Anglican College is a P-12, independent, Anglican College, and is a Christ-centred, student focused and community minded school that develops extraordinary learners with a passion to serve others. Established in 1994, the College is located on the Far South Coast of NSW in the heart of the Bega Valley with an enrolment of approximately 465 students.

We are looking for a dynamic Head of English, capable of leading and inspiring a growing faculty of experienced and dedicated teachers, and able to teach from Year 7 through to Year 12. We are looking for someone who is kind, enthusiastic and able to engage students right across the Secondary School and play a key role in the Academic Committee of faculty heads and associated middle leaders.

Position Title	Head of English Years 7 – 12 courses
Reports to:	Director of Teaching and Learning
Prime Purpose	All specific leadership and management responsibilities refer to Year 7-12 courses in English. The post-holder has overall responsibility for the English faculty. The post-holder is expected to be a representative on the Academic Committee. Postholder is expected to overtly and wholeheartedly support directives and decisions of the Board and SCAC Executive.
Strategic/Operational Planning	Lead the development of the Australian/NESA Curriculum, Year 7-12, resources, planning, assessment and teaching and learning strategies in the classroom. Be responsible for day-to-day management, control and operation of Year 7-12 courses within the faculty. Monitor student progress and follow-up issues. Be aware of the College's education support program and processes and be responsible for the appropriate support being provided for all. In conjunction with other Heads of Faculty, oversee the application of ICT within the department.

	In conjunction with members of the Senior Leadership Team, ensure workplace health and safety guidelines are being followed.
Curriculum & Liaison	Liaise with Director of Curriculum to ensure provision of a broad curriculum in English that meets the aims of the College and Australian Curriculum/NESA requirements. Work with other Heads of Faculty to ensure courses are complementary and that links are made from English to other curriculum areas. Liaise with Director of Curriculum to maintain all necessary links with NESA and meet all requirements of NESA courses. Evaluate and continuously strive to improve all aspects of English delivery. Ensure all member of the faculty are familiar with its aims and objectives. Ensure effective communications with parents of students. Liaise with external agencies such as partner schools, higher education providers, industry, NESA, AISNSW. Promote actively the development of links with external agencies.
Staffing	Work with Director of Teaching and Learning to ensure staff professional development needs are identified and met. Continue own professional development as agreed with Director of Teaching and Learning, and Director of Curriculum (if assigned as line manager). Participate in the interview process for future teaching positions and ensure effective induction of all new staff. Promote teamwork and motivate all English staff to ensure effective working relationships.
Salary and Conditions	Three-year, ongoing contract Additional 6 periods/week reduction in teaching load above that allocated to a full-time teacher Additional two responsibility points
Quality Assurance	Ensure effective operation of quality assurance/control systems. Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in the department. Monitor and evaluate the curriculum area in conjunction with the Director of Curriculum.
Management Information	Make effective use of any performance data provided. Produce summary reports on any examination or other academic performance, as necessary. Manage the faculty's data in conjunction with College data managers. Provide the Director of Curriculum with any information required by the College Board. Manage the available resources of space, staff, the faculty budget and equipment effectively.

	Liaise with the Director of Curriculum to ensure the faculty's teaching commitments are effectively and efficiently timetabled and roomed.
Pastoral System	Monitor and support the overall progress and development of students within the faculty. Ensure the behaviour management procedure is implemented effectively within the faculty.
College Ethos	Play a full role in the life of the College community as a representative of the English faculty. Support the College in its requirements for Christian worship.

College Values

- Compassion
- Honesty
- Respect
- Integrity
- Service
- Thankfulness

To begin: ideally 21st July 2026, but open to negotiation	Principal: David Proudlove
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