



POSITION DESCRIPTION

TEACHER OF ENGLISH

OBJECTIVE:

- To achieve the mission and goals of Shelford
- To implement School policies
- To prepare curriculum and to teach English to all classes Years 7 to 12
- To ensure that all students develop their interests, skills and talents and that they achieve the highest levels of learning
- To foster independent learning
- To ensure the standard of teaching and student performance is of the highest level.

RESPONSIBILITIES:

- To support the School's values
- To be passionate and energetically engaged in the teaching of English at all levels Years 7 to 12
- To engage energetically in the development and extension of the English teaching repertoire
- To provide innovative leadership in the development of English and Literature programs Years 7 to 12
- To incorporate state and federal government initiatives into the curriculum as appropriate
- To encourage and support students in their involvement in co-curricular programs associated with the teaching of English: eg debating, creative writing, supporting the 'Writer in Residence' program, participating in cross-Faculty events, etc
- To liaise with other teachers to ensure that Shelford's curriculum is rich, relevant and holistic for all students
- To provide an example of personal resilience, with the ability to create a balanced and rigorous learning environment
- To display impeccable personal and professional standards
- To implement courses according to School and VBOS guidelines
- To work with the Faculty Head to develop and maintain student assessment and report writing procedures
- To represent the School in the wider educational community

DUTIES

- To teach as negotiated with the Faculty Head
- To teach as directed by the Principal
- To participate in the Personal and Physical Development Program as requested
- To participate in the Outdoor Education Program as requested
- To attend Faculty and Staff Meetings when and as these are arranged
- To be involved in the corporate life of the school
- To participate in Shelford's Staff Appraisal Program
- To maintain Occupational Health and Safety standards
- To attend professional development programs as appropriate
- To demonstrate a commitment to quality with a high regard for ethics in all aspects of daily teaching
- To attend parent-teacher interviews and other information sessions as appropriate
- To attend Open Days and other special events to promote the School as appropriate