

The position

- Head of English (Year 7–12)
- Permanent, full time teaching position with three-year position of responsibility (POR) contract, commencing in 2020
- Responsible to the College Principal, through the Head of Sub-Schools
- The successful applicant will receive a POR allowance

We are seeking a caring and passionate Head of English to join our collaborative and supportive teaching staff at Horsham's leading independent school. With vibrant and well-resourced learning environments, we focus on providing student-centred learning opportunities that encourage collaborative, creative, critical and curious thinkers.

You will be responsible for the day-to-day running and organisation of the English department and for the organisation and support of a scope and sequence of education programs within your core subject area. You will support the teachers in your department to establish and maintain a positive, focused classroom where student learning, innovation and involvement is actively encouraged.

The college

Holy Trinity Lutheran College is a Foundation to Year 12 school located in Horsham, Victoria, that provides quality, independent Christian education. Our students are nurtured and guided to develop the necessary skills to thrive in this ever-changing world we live in. Our teachers provide child-centred learning opportunities that encourage collaborative, creative, critical and curious thinkers—strengthening the educational outcomes for all students.

Holy Trinity Lutheran College develops very clear expectations for all students and our standards of behaviour are reflected in the attitudes, conduct and respect demonstrated by our students. We focus on providing vibrant and well-resourced learning environments that complement the college's philosophy and approach to 21st century teaching and learning.

Service to others is one of the many values that is evident in and through our college. 'Serve through leading' is a college-wide focus that encourages both the primary and secondary students to use their gifts and talents to help others within the local and wider community. Developing a Christ-like approach toward service encourages our students, parents and staff to actively participate in service initiatives.

Responsibilities

The successful applicant will:

- demonstrate knowledge of, and familiarity with, the VCE and the Australian Curriculum
- demonstrate a professional attitude to teaching and professional learning and display an ability to develop personal and professional relationships with students, colleagues, parent/caregivers and the wider community
- lead, encourage and support teachers through review of teaching and learning by developing a well-documented scope and sequence to ensure competence in planning and implementation of learning programs
- in conjunction with the Head of Sub-Schools, take responsibility for the oversight of learning programs within the department.
- conduct and chair departmental meetings when scheduled

- establish and maintain a positive focused classroom where student learning, innovation and involvement is actively encouraged, and where the class is united as an important element contributing to the Christian atmosphere and ongoing programs at Holy Trinity Lutheran College
- encourage and support teachers in the development of personal professional learning plans within the department
- meet with the Head of Sub-school and College Principal as requested to discuss and monitor aspects of student progress within the department.

Core leadership behaviours

You will be able to demonstrate:

- team management and leadership capabilities
- the capacity to develop sustained and trusting relationships with staff members, students and parents
- the capacity to be well-organised and thorough in the completion of tasks and responsibilities
- commitment to personal professional development.

Key areas

- Exhibit a willingness to evaluate the effectiveness of learning experiences.
- Participate and work in a supportive manner with all staff and act under the direction of the College Principal and Head of Sub-Schools.
- To be responsible for the implementation of college policy and procedures in all programs.
- To prepare thoroughly for day-to-day teaching and learning, including the documentation of daily plans and long term overviews.
- To keep up-to-date assessment and monitoring records.
- Be aware of the importance of student-centred learning.

Desired outcomes

- A learning environment which supports and empowers students and parents is developed and maintained.
- The College's VCE policies and procedures are supported and developed where necessary.
- The person will work and co-operate with the college staff in a positive and collaborative manner.

Conditions of employment

- The minimum conditions of employment are as detailed in the [Lutheran Education \(Victorian Schools\) Multi Enterprise Agreement 2018](#).
- The successful applicant will be required to uphold and promote the ethos of the Lutheran school.

Knowledge and qualifications

- Current registration with the Victorian Institute of Teachers (or able to obtain registration).
- Bachelor of Education or equivalent

Selection criteria

SC1: Demonstrated professional skills.

- Ability to develop and role model professional relationships with students.
- Ability to develop professional relationships with staff, colleagues, parents and members of the community.
- Demonstrated participation and willingness to participate in professional learning.
- Ability to lead and work closely as a team with teaching partners.

SC2: Demonstrated ability to plan and implement innovative learning programs.

- Demonstrate an excellent knowledge of the relevant VCE subjects.
- Ability to plan effective documented VCE study designs that include weekly plans and long term overviews.
- Ability to keep current records on students using a range of assessment data.
- Ability to innovate in your daily program.

SC3: Demonstrated skills which reflect commitment to and understanding of the Christian ethos of the college.

- Ability to maintain a positive, focused, well-managed classroom with a high standard of pastoral care.
- Ability to include parents as partners in a child's learning journey.
- Ability to support students in a Christian setting.
- Willingness to contribute to the maintenance of the Christian-based, caring atmosphere of the college.

How to apply

Applications should include:

- a cover letter
- your resume or curriculum vitae outlining your contact details, relevant experience, qualifications and details of professional referees
- your responses to the selection criteria
- any other supporting documentation you would like to include.

Address applications to:

The College Principal
Holy Trinity Lutheran College
PO Box 822
Horsham 3402

or

admin@htlc.vic.edu.au

Applications close at 5 pm on Thursday 26 September 2019.