

SENIOR SCHOOL ENGLISH TEACHER POSITION

POSITION DESCRIPTION

REPORTS TO	Deputy Principal – Head of Senior School Head of English
DIRECT REPORTS	None
KEY RELATIONSHIPS	Deputy Heads of School Senior School Staff Students Parents
PURPOSE	The purposes of this role are: to be an excellent classroom practitioner whose teaching is informed by contemporary educational research. To build a culture of success in and enjoyment of this subject by students and to ensure high standards of teaching and learning
ENVIRONMENT	This is a full time permanent position. Commencing 23 January 2026

KEY AREAS OF RESPONSIBILITY

- Excellent classroom practitioner whose teaching is informed by contemporary educational research, especially in the area of English pedagogy
- Provide exemplary teaching practices, including using data to differentiate classroom learning
- Prepare lessons to the highest standard of curriculum planning and assessment
- Ensure provision of a stimulating, engaging, safe and welcoming classroom environment
- Provide pastoral care for all students and communicate any concerns to appropriate staff
- Assist students to understand the values and behaviours of the School
- Ensure the timely return of all assessment items to students
- Build rapport and positive relationships with staff, students and families
- Prepare constructive and informative reports for students
- Meet reporting deadlines
- Ensure Professional Learning requirements are met each year, including pedagogy projects and regular classroom observations
- Enthusiastically prepare and participate in Home Group activities
- Proactively and responsibly undertake grounds duty when required
- Support the School's co-curricular program, including camps, concerts and sporting events
- Attend all scheduled meetings
- Work effectively independently and to be a strong and valued member of the team
- Demonstrate professionalism, enthusiasm, patience, positivity, adaptability and innovation
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Understand and comply with Child Safety Standards
- Comply with Occupational Health and safety requirements
- Other duties as directed by the Faculty Head

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Appropriate undergraduate qualifications in English
- Experience in, and a demonstrated passion for teaching with English (including VCE)
- An appropriate qualification in secondary teaching with an English teaching method
- A proven record as an outstanding English teacher/teacher candidate
- Success in fostering in girls a love of learning and a commitment to excellence
- A proven ability to develop productive relationships with students, staff and parents
- Excellent organisational, administrative and presentation skills
- An understanding of the Lowther Hall context
- A current and appropriate VIT registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management qualification
- Current asthma management qualification



- Willingness to undertake a National Criminal History Record Check upon appointment

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

