

Statement of Duties

Assistant Head of English

OVERALL PURPOSE OF THE ROLE

The Assistant Head of English at Barker College supports the Head of Department in leading the English Department and its Leadership Team, which includes Academic Leads and Year Coordinators, in the development, implementation, and evaluation of the English curriculum and assessment. This role emphasises fostering an inclusive, collaborative, and innovative teaching environment where critical and creative thinking thrives. The Assistant Head (AHoD) ensures alignment with the Barker English Department's vision of nurturing students who engage ethically with the world and who are autonomous, self-motivated learners. Through strong leadership, the AHoD contributes to the ongoing personal and intellectual growth of students and staff alike, building courage and confidence within the department.

Assistant Head of Department shall:

- Provide academic leadership through a detailed understanding of and passion for English as an intellectual discipline
- Assist in the development of a culture of academic excellence through the professional and pastoral support of staff, fostering a positive and inclusive departmental environment that celebrates diversity, creativity, and rigour.
- Ensure collaboration between Academic Leads, Year Coordinators, and staff members to maintain the highest standards in curriculum and assessment.
- Assist in the professional and pastoral support of staff, helping to foster a positive and inclusive departmental culture that celebrates diversity, creativity, and academic excellence.
- Play a key role in department administration, ensuring the effective management of teaching programs, assessments, and resource allocation. Having specific oversight of Stage 4 and 5 English.
- Work closely with the Head of Department in school-wide strategic planning, contributing to the alignment of department initiatives with Barker College's broader educational goals.
- Mentor and guide members of the English Department, helping them to develop professionally and contribute effectively to the department's success.
- Participate in the recruitment and induction of new staff members, ensuring their smooth integration into the department and alignment with the school's values and vision.
- Support and uphold the Christian ethos of the school by fostering values of respect, compassion, and integrity in the department's operations and interactions.
- Perform any other duties as directed by the HoD.

PRIMARY DUTIES & RESPONSIBILITIES

Curriculum Leadership

- Support the development and ongoing evaluation of academic programs to meet student needs.
- Help ensure English programs and assessment schedules comply with NESA requirements.
- Assist with maintaining up-to-date course programs and unit registers.
- Oversee an effective assessment program, ensuring tasks are differentiated and accessible for all students.

- Contribute to data analysis and implement strategies for improvement.
- Generate and maintain student report information, adhering to NESA guidelines.
- Monitor student performance and collaborate with stakeholders for appropriate support.

Staff Leadership

- Assist in formulating teaching strategies and assessment procedures.
- Facilitate department meetings, ensuring effective communication.
- Mentor teachers at various accreditation stages, fostering collaboration and improvement.
- Support professional development through professional learning recommendations and delivery.
- Collaborate on staffing needs and assist in recruiting and inducting new teachers.
- Participate in staff performance management and appraisals.

Student Leadership

- Advise on course selection and changes in consultation with relevant stakeholders.
- Provide academic and pastoral support to help students achieve their potential.
- Encourage student participation in competitions and co-curricular activities.
- Address student wellbeing concerns in collaboration with Deans, Heads of House, staff and parents.
- Ensure clear communication regarding student performance.

Student Leadership

- Support the management of department resources.
- Support annual budget development and authorise expenditures as directed.
- Stay updated on new resources and texts to enhance teaching and learning.

ESSENTIAL PERSONAL ATTRIBUTES

- Commitment to the School's Mission, Vision and Values.
- Leadership skills with a focus on mentoring and supporting staff.
- Strong communication skills, fostering positive relationships within the school community.
- Passion for teaching and learning, with ongoing commitment to professional development.
- Ability to collaborate effectively with senior staff, peers, and the broader school community.

APPROVAL

This Statement of Duties accurately details the primary duties and responsibilities of an **Assistant Head of Department**.

Approved by the Head of English in August 2024.

ACCEPTANCE OF ROLE STATEMENT

Role Statement accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
