

English Teacher | Position Description



Position title: English Teacher

Reporting to: Head of Department

Position summary:

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to help the Schools achieve its objectives.

At Ascham, teachers are responsible for the intellectual development and wellbeing of their students. Teachers deliver excellence in developing and delivering academic programs through the Dalton Plan, administration of student assessment and results, marking and record keeping. Teachers also have a form class where they monitor the wellbeing of their students and deliver the wellbeing program. All teachers contribute to the activities of their department and the School as a whole.

Duties and Responsibilities:

Curriculum, Teaching and Learning Responsibilities

- Teaching within the Dalton Principles, including Responsibility, Independence, Collaboration and Reflection.
- Writing, implementing and evaluating teaching programs and Dalton assignments.
- Developing effective examination, testing and reporting procedures.
- Actively participating in the planning of curriculum, writing of programs and scope and sequences, writing of resources.
- Developing and using an innovative curriculum on the School Learning Management System (CANVAS).
- Using formative and summative assessment to determine student progress.
- Creating a stimulating classroom environment where students can flourish.
- Submit reports at a professional standard that demonstrate an understanding and knowledge of each student.
- Submit marking, reports and results in a timely manner and meets deadlines.
- Mark work for students within one week of submission.
- Planning and oversight of individual student and group academic needs and progress, including enrichment (extension) and enhancement (support).
- Monitoring and reporting on the progress of all students.

General Responsibilities

- Setting and maintaining professional goals and standards, including participating in professional development and compliance training and keeping up to date with pedagogical and educational trends.
- Positively and proactively contributing to the life of the School.
- Behaving in professional and confidential manner at all times.
- Providing assistance to other members of the department and sharing resources.
- Respond to parent concerns in a timely and professional manner.
- Make professional judgements to solve complex problems when there are no clear methods or procedures in place for doing so.
- Deliver specific objectives as agreed with the Head of Department to achieve the values, goals and strategies of the School.
- Ensure compliance with the School's Code of Conduct, all other internal policies and procedures and health and safety laws and regulations.

Essential Criteria:

- A tertiary major in English literature and accreditation with NESA.
- Proven ability to teach up to HSC levels.
- Ability to differentiate for a diverse group of non-selective students and teach to the strengths of girls.
- Demonstrated excellence in communication and writing skills.
- Proven ICT skills within an environment where students bring a personal device to School.
- Well-developed time management and organisational skills.
- Willingness to continue to develop as a teacher.
- Hold a current First Aid and CPR Certificate.
- A valid Working with Children clearance.

Desirable Attributes:

- Be a dynamic and inspiring teacher who can contribute to a highly experienced English department.
- Willingness to teach Extension 1 and 2 stage 6 syllabus.
- Be creative in the use of technology and the development of resources including written materials.
- Participate in the broader English community.
- Continue the tradition as one of the top performing departments in NSW.
- Teach and foster an interest in academic extension programs for the gifted and talented.
- Possess and promote a love of English throughout the School.

Name: _____

Signed: _____

Date: _____