Ascham School







Head Of English

Position Description

Head of English

Department: English

Reports to: Director of Curriculum and Learning

Ascham School is an independent girls' school without religious affiliation, located in Edgecliff, Sydney. Educating girls from Prep to Year 12, with boarding at the heart of School life since 1887. Ascham is proudly the only Dalton Plan school in Australia. Its principles of independence, collaboration, responsibility and reflection shape every girl's learning, with small classes and teachers who have their own classrooms. Ascham is a school known for its exceptional academic program, inclusivity and inspiring environment for day and boarding students.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

Our 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.

In addition to teaching their own Senior School classes, the Head of English provides strategic, academic and people leadership for the English Department, setting a compelling vision for outstanding teaching, learning and student achievement. The role leads the development and delivery of rigorous, contemporary English programs through the Dalton Plan; builds the capability and collective practice of a highly experienced team; oversees departmental operations and resources; and contributes actively to the academic and wider life of the school.

Core Job Role Accountabilities

Heads of Department are responsible for curriculum, teaching and learning leadership; people and professional leadership; student achievement, engagement and support; administration and department management; and being a whole school ambassador. These elements are outlined below.

Curriculum, Teaching and Learning Leadership

- Set the strategic direction for English teaching and learning, aligned with NESA requirements, school priorities and the Dalton Plan.
- Lead the development and evaluation of rigorous, contemporary English programs, including Stage 6 and English Extension 1 and 2.
- Model and promote exceptional English teaching that develops intellectual curiosity, academic rigour and a love of literature, language and ideas.
- Ensure consistent, evidence-informed practice in differentiation, assessment, moderation, feedback and reporting.
- Use student data, Canvas and technology to strengthen teaching, engagement and academic outcomes.
- Monitor curriculum developments to ensure the Department remains current, compliant and forward-looking.

People and Professional Leadership

- Lead and develop a high-performing English Department, setting clear expectations for academic rigour, professional practice and student care.
- Coach and mentor staff, strengthening capability in contemporary English pedagogy, Stage 6 and Extension teaching, assessment and the Dalton Plan.
- Lead performance development and professional learning, including PDRs and the annual Dalton Review, and manage performance matters appropriately.
- Foster a collaborative professional culture that encourages shared expertise, resources and best practice.
- Manage staffing, teaching allocations, workload and absences to support effective and continuous learning.
- Advocate for departmental needs while balancing School priorities and resources.
- Promote staff wellbeing and active contribution to the wider life of the School.

Student Achievement, Engagement and Support

- Monitor and analyse individual and cohort progress, achievement and engagement across all English courses, using data and professional judgement to drive continuous improvement and identify students requiring extension or targeted support.
- Ensure students across a diverse, non-selective cohort are appropriately challenged, supported and extended, working with teachers, Learning Enhancement, wellbeing staff, students and families to coordinate timely intervention.

Administration and Department Management

- Maintain accurate departmental records, programs, assessments, results and reporting.
- Ensure consistent implementation of School and departmental policies and procedures.
- Manage the departmental budget, resources and operational priorities effectively.
- Coordinate class allocations, staffing and staff absences to support continuity of learning.
- Lead regular department meetings, ensuring clear communication, collaboration and follow-through.
- Oversee assessment, examinations and reporting across the Department.
- Maintain effective communication with parents and carers, including managing escalated academic or departmental matters.

Whole School

- Contribute actively to School functions, programs and the wider life of Ascham.
- Support a positive, collaborative and safe workplace culture, including staff wellbeing.
- Maintain compliance with work health and safety requirements and School policies.
- Undertake other reasonable duties within the scope of the role, as directed by the Head of School.

Mandatory Requirements

- Substantial successful experience teaching secondary English in NSW, including Stage 6, HSC and English Extension 1 and 2.
- Proven curriculum and people leadership, with the ability to inspire and develop a high-performing English Department.
- A strong track record of student achievement and outstanding academic outcomes.
- Deep knowledge of NESA requirements, contemporary English pedagogy, assessment and curriculum development.
- A dynamic and inspiring English educator who models intellectual rigour and genuine love of the subject.
- Demonstrated ability to lead curriculum innovation, high-quality teaching and consistent assessment practice.
- Expertise in challenging and extending high-potential students within a diverse, non-selective cohort.
- Exceptional communication and relationship-management skills, with sound judgement in complex student, staff and parent matters.
- Strong organisational and departmental management capability, including oversight of data, resources, budgets and digital learning.
- The capacity to sustain and strengthen the Department's academic performance, while actively contributing to the wider English community and life of the School.

Acknowledgment I have reviewed this position description and understand the duties and responsibilities of the role.	
Name	
Signature	
Date	