



## Head of English

### 1. Scope of Position

The Head of English is a middle management leadership position with responsibility to the Head of College for:

- overall leadership and management of the academic department, guided by the Mueller Community Church's vision, values and strategic plan, the Mueller College Mission Statement, and Statement of Faith;
- the development of the College into a successful Christian learning community;
- promoting and modeling a culture of continuous improvement;
- providing strategic leadership to ensure a close and effective working relationship with the teachers in their department.

### 2. Specifics of Position

#### Personal Attributes

The Head of English must:

- maintain a personal commitment to faith in Christ and belief in the Bible, consistent with the Mueller College Statement of Faith;
- demonstrate a positive approach to life with an engaging manner and personality, and carry out the role with humility, grace, dedication and enthusiasm, seeking to reflect Christ in service;
- demonstrate high level relational skills, including communication skills and an ability to motivate, lead and inspire students and staff and develop good working relations with parents;
- have a strong work ethic, while still maintaining a proper balance between work, personal and family life.

#### Leadership in Curriculum, Pedagogy, Teaching and Learning

The Head of English is expected to:

- ensure teaching, assessment practices and academic programs are aligned with College vision;
- create opportunities to encourage innovative curriculum development promoting the College as a reflective learning community;
- ensure that pedagogy, assessment practices, and use of technologies are consistent with and up to date, current research, while maintaining solid foundations in basic learning;
- ensure that there is constant attention to the academic growth and achievement of the best possible outcomes for all students;

- ensure detailed units of work and assessment programs are available for use by members of the department;
- work collaboratively with Heads of Sub-Schools, other HoDs and Subject Co-ordinators in the development and implementation of all Work Programs, in keeping with ACARA and QCAA requirements;
- encouraging and developing collaborative partnerships between teachers, students and parents;
- be involved in the strategic planning of all curriculum matters through membership of the College Curriculum Committee.

### **Organisational Leadership**

The Head of English is expected to:

- maintain familiarity with all aspects of College policy and assist in its implementation;
- participate in the collegial processes of goal setting, strategic planning, problem-solving and evaluation of activities;
- maintain accurate record keeping of student assessment;
- conduct departmental meetings as required;
- supervise the work of any ancillary staff working in the department;
- contribute to the process of allocating students and teachers to classes;
- carry out risk assessments in the department and report issues to Curriculum Committee.

### **Leadership in Pastoral care**

The Head of English is expected to support the Heads of Sub-Schools and the Pastoral Care Team in their Pastoral Care role.

### **Leadership in Resource Management**

The Head of English is expected to:

- prepare annual departmental budgets;
- appropriately steward departmental resources;
- report to the Deputy Head of College areas of improvement needed;
- promote positive, professional staff relationships;
- determine priorities and make recommendations in professional learning to complement curriculum objectives.

### **Cultural Leadership**

The Head of English is expected to:

- speak, write and act in ways to inspire and encourage parents and families in the College to live out the values of the Mueller's Christian ethos;
- ensure that a distinctively Christian worldview is implicit in all curriculum, and evident in practice in classrooms, as well as in co-curricular activities;
- engage with parents in order to promote positive relationships with the College;
- maintain professional links with other schools and with professional organisations;
- think creatively and work collaboratively with the College leadership to continually lift the standards of excellence in the College.

### **3. Skills of Position**

The Head of English is expected to:

- have a deep commitment to independent Christian education;
- have a sound knowledge of the Bible and the principal doctrines of the Christian faith;
- be an outstanding educational and personal leader, able to manage and inspire staff, parents and students;
- demonstrate high level of relational skills, including communication skills and an ability to motivate, lead and inspire students and staff and develop good working relations with parents;
- demonstrate effective conflict resolution strategies;
- work co-operatively and collaboratively as a member of a team;
- have high level of interpersonal, verbal and written communication skills, maintaining confidence where appropriate;
- have the ability to organise, delegate and co-ordinate;
- be self-directed, enthusiastic and highly motivated;
- honestly carry out a self-evaluation of all aspects of his/her role.

## Appendix

### Mueller College Mission Statement

The aim of Mueller College is to prepare students for life in the world and eternity by applying biblical principles through excellent education in a distinctly Christian environment.

### Mueller College Statement of Faith

- **THE BIBLE.** The Bible is the inspired word of God, and is the sole authoritative guide in all matters of Christian faith and practice.
- **GOD.** The Godhead is a Tri-unity of Persons, Father, Son and Holy Spirit, of one essence, omniscient, omnipotent, and omnipresent.
- **MAN.** God created man in His own image and likeness. Man failed to obey God so that sin entered the human race, separating man from God. Fallen mankind is not able to save himself and remains in this state under Satan's dominion until receiving spiritual life through Christ.
- **SALVATION.** God, in grace, made it possible for man to be brought back to Himself, by sending His Son, Jesus Christ, into the world. Born of the virgin Mary, through the power of the Holy Spirit, true God and true Man, He was sinless in every respect. By His death and resurrection, He is able to save all who believe in Him.
- **THE CHURCH.** The Church is the company of all true believers, formed by the Holy Spirit into one body, of which Christ is the Head.
- **THE LOCAL CHURCH.** There are local expressions of this body termed local churches. The ideal is that they all come together on the common ground of faith in Christ for praise, prayer, worship and witness.
- **CHURCH ORDINANCES.** Baptism and the Lord's Supper are two ordinances of the Church. Baptism is that of believers only and by immersion. The Lord's Supper is commemorated by believers in the breaking of bread, emblem of Christ's broken body, and drinking of wine, emblem of Christ's shed blood, until His second coming.
- **THE SECOND COMING.** The Lord Jesus Christ will return as Lord, King and Judge.