



Assistant Head of Department

POSITION OF RESPONSIBILITY POSITION DESCRIPTION

3 year Position of responsibility:	Assistant Head of English
Award:	Girton Grammar School Bendigo Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
Reports to:	Head of English
Time Release: Allowance:	2 periods for the period the position of responsibility is held. Equivalent to 2.785% of a GGS11 salary.

PURPOSE OF POSITION

The Assistant Head of English Department at Girton Grammar School plays a vital role in driving the academic success of students through effective implementation of Direct Explicit Instruction pedagogy. As a senior member of the English faculty, the Assistant Head will work closely with the Head of Department to support curriculum planning, instructional delivery, staff development and the overall development of the English program.

KEY DUTIES AND RESPONSIBILITIES

The Assistant Head of Department will be responsible for achieving the following outcomes:

Curriculum

- Under the direction of the Head of Department, ensure that curriculum is developed, monitored, implemented and evaluated in line with current trends in Education, to improve student outcomes
- Liaise with staff to ensure excursions are linked to the curriculum
- Monitor reporting processes to ensure they are administered in a timely manner and to a high standard

Staff Management

- Address any staff or student issues as soon as practicable or refer to the Head of Department as required.
- Maintain open communication with all members of the team
- Ensure all teaching staff are fully aware of the aims, objectives and outcomes and are committed to the development of the subject area.
- Lead members of the team in professional development through strong coaching in explicit instruction and The Writing Revolution.

Administration

- Management of the budget as determined by the Head of Department
- Support with ordering materials and professional learning opportunities
- Participate in meetings involving staff of all levels across both Senior and Junior School.,
- Address any occupational health and safety matters and requirements of area and refer to the OHS committee where necessary.
- Ensure compliance with all statutory and legislative requirements

Leadership

- Contribute and actively support the establishment of a cohesive and dynamic English Department, promoting the subject area at open days, celebration nights, publications and meetings.

Other Duties



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Other duties as directed by the Head of English

In addition, you will have the responsibilities of a Senior School Teacher as outlined in the [Senior School Teacher Position Description](#) (available on the Human Resources page of ASTRA).

KEY ATTRIBUTES

Strong communication skills: Effectively communicate with students, parents and colleagues, fostering a collaborative and supportive environment.

Organisational skills: Maintain detailed records of student progress and interactions, ensuring timely and accurate reporting.

Resilience and patience: Handle challenges with resilience and patience, maintaining a positive and solution-focused approach.

KNOWLEDGE AND SKILL REQUIREMENTS / KEY SELECTION CRITERIA

1. A passion in and demonstrated curriculum knowledge of applicable subject areas,
2. A commitment to professional development,
3. Demonstrated experience in teaching within a structured, systematic, and explicit instruction framework,
4. Excellent communication and relationship management skills with demonstrated experience in developing open, trusting and effective relationships with colleagues, students and their parents/guardians.

SIGNATURE PANEL

Time Release: 2 periods for the period the position of responsibility is held.

Allowance: Monetary allowance; equivalent to 2.785% of a GGS11 salary.

Period of Position of Responsibility: 3 years

By signing below, I acknowledge that I have read and understood the responsibilities, duties, and expectations outlined in this position description. I agree to fulfill the requirements of this role to the best of my abilities and adhere to the school's policies and procedures.

Name

Signature

Date

Principal Dr. Emma O'Rielly

Signature

Date



Assistant Head of Department

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This position description may be subject to review and adjustment in response to the evolving needs of the school and as part of the performance appraisal process.

REFERENCE DOCUMENTS

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

APPROVAL

Developed by HR	November 2022	Reviewed	March 2025
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