



CBC
FREMANTLE

Head of Learning Area - English

CBC Fremantle is a Catholic school in the Edmund Rice tradition for boys in Years 7-12. Founded by the Christian Brothers in 1901, the College has served the local Fremantle community for over a century helping families to raise boys who continually strive for excellence and who exhibit Catholic Leadership in their quest to establish a more just and peaceful society.

The College seeks to assist in the spiritual, academic, cultural, physical and emotional development of boys while acknowledging the primary role of the family as educator. As such, the College encourages its students to rigorously pursue excellence in all dimensions of their lives and to become leaders within their community through the active expression of their faith.

The successful applicant will be the Team Leader of the English Learning Area. The Head of Learning Area - English has a special responsibility for ensuring that the College English program is effectively managed and delivered. This role is undertaken in conjunction with the Principal, the Deputy Principal (Teaching and Learning) and other key staff.

Aboriginal and Torres Strait Islander people are encouraged to apply. CBC Fremantle is an Equal Opportunity Employer.

Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.

Key Selection Criteria

The successful applicant will:

- give witness to their personal faith and commitment by integrating a Catholic vision in all areas of their responsibility
- possess or be willing to complete all of the requirements for *Accreditation to Teach in a Catholic School*
- be willing to become an active member of the CBC Fremantle community with a strong commitment to promoting and supporting the boys' journey at the College
- lead, model and coach best practice in the design, delivery and assessment of the English curriculum and have an understanding of the nuances of teaching boys' education context
- clearly exhibit leadership characteristics including competence, collaboration, intrinsic motivation, integrity and vision
- A commitment to the promotion of personal best and academic excellence

- have well developed written and oral communication skills, excellent interpersonal skills and able to work cooperatively as part of a team

Key Responsibilities

The Head of English will:

- be prepared to work closely with the Principal and staff to ensure that CBC Fremantle authentically reflects the mission of a Catholic school in the Edmund Rice Tradition
- undertake ongoing formation with Edmund Rice Education Australia (EREA) as required by the College
- be a member of, and actively contribute to the College Academic Board
- provide clear and competent leadership for all teachers of English at the College
- to promote the harmonious interactions of members of the English Learning Area, both within a team and across the College as a whole
- ensure that all English teachers plan and deliver effective learning programs
- to set up and maintain teaching programs and marks books on SEQTA
- ensure that all requirements and deadlines pertaining to assessment and reporting are met by members of the English Learning Area
- to set a high standard of teaching and learning by example
- to develop and promote explicit and effective teaching and learning techniques within the Learning Area
- to assist the Deputy Principals with the tracking and monitoring of student academic and wellbeing progress
- to oversee the selection of prize-winners within the Learning Area
- to implement and oversee effective study and exam preparation strategies that promote and support academic excellence of English at the College
- To ensure appropriate communication with parents, e.g. parent-teacher-student meetings, SEQTA, or by written or telephone communication
- provide support, assistance and mentoring to all English staff, including new and beginning teachers in the English Learning Area at the College
- work with the Deputy Principal (Teaching and Learning) and other key staff to effectively manage the performance of all those in the English Learning Area
- conduct regular meetings of the English Learning Area
- be aware of English curriculum developments at a local and national level and incorporate appropriate responses to these at a school level
- provide an engaging and vibrant learning environment at the College by promoting English activities and competitions as appropriate
- to represent the College at suitable meetings and conferences relevant to the English Learning Area
- To assist in the selection and appointment of new staff
- ensure that the College policy on the *Appropriate Selection of Texts* is observed
- manage the existing resources of the English Learning Area
- prepare and submit the annual budget for the English Learning Area
- undertake any other duties as reasonably required by the Principal

Position Details

- 0.8 Teaching Load.
- A Level 1 monetary allowance is applicable to this position.
- The contract of employment is for a term of eight years subject to successful reviews during the third and seventh years. At the conclusion of the eight year period, the position will be advertised with the incumbent welcome to re-apply. An ongoing teaching position at the College is assured.

Application Process

Applicants should send:

- a covering letter outlining suitability for the position
- a statement addressing the key selection criteria (maximum 3 pages)
- a recent CV, including the names and contact details of three referees
- copies of teaching qualifications and/or academic transcripts
- any relevant accreditation certificates
- TRB Certification
- Working With Children Check

Please forward applications to: **The Principal**
 CBC Fremantle
 PO Box 1345
 Fremantle WA 6959

or via email – veronicac@cbcfremantle.wa.edu.au

Applications close at 3.30pm on Monday, 2 August 2021