



Head of Faculty – English

Position Description

Area of Employment	Middle/Senior School
Status and Tenure	Full Time, Three plus two year tenured position
Position Reporting To	Deputy Principal, Quality Learning and Teaching
Accountability	Principal
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Head of Faculty – English provides strategic, instructional, and administrative leadership for the English and Drama faculty across Years 7–12. Reporting to the Director of Quality Learning and Teaching, this role plays a critical part in shaping a culture of academic excellence, pedagogical innovation, and student engagement. The role also supports the broader strategic direction and Christian ethos of Woodcroft College.

At Woodcroft College, our leadership philosophy is anchored by five key pillars: Visionary, Authentic, Relational, Versatile, and Reflective. These pillars shape our leadership culture and practice at every level. We value leaders who are future focused and courageous in driving purposeful change, embrace humility, vulnerability and integrity, and build strong, compassionate relationships within our community.

Our leaders are adaptable, creative problem-solvers who respond effectively to changing needs, and they are committed to ongoing self-reflection and growth. By upholding these pillars, we foster a collaborative, resilient, and innovative environment where every member of our community is empowered to contribute to our shared vision.

Reporting and Working Relationships

The Head of Faculty - English reports directly to the Deputy Principal, Quality Learning and Teaching.

PART A

Key Areas of Responsibilities

Leadership in Learning and Teaching

- Provide clear, future-focused leadership in the planning, implementation, and review of learning programs in English and Drama, aligned with Woodcroft College's Guiding Principles.
- Develop and implement an annual faculty plan that outlines improvement goals, innovation strategies, and measurable outcomes.
- Use data to inform teaching strategies, evaluate student outcomes, and guide program development and intervention.
- Promote a culture of excellence in teaching through modelling best practice, mentoring, peer coaching, and professional support.





- Embed evidence-informed pedagogy and contemporary learning technologies, including effective use of the Learning Management System (CANVAS).
- Encourage staff collaboration and reflective practice to ensure consistency and high standards in curriculum delivery.

Curriculum and Assessment

- Lead the design, delivery, and review of rigorous, engaging, and relevant curriculum programs in English and Drama.
- Oversee the development of faculty documentation, including teaching programs, subject guides, and curriculum handbooks.
- Ensure assessment practices are consistent, transparent, and aligned with curriculum standards and reporting requirements.
- Liaise with relevant staff across sub-schools to ensure continuity and progression of learning across year levels.
- Maintain awareness of curriculum developments at State, National, and International levels to inform faculty practice and direction.
- Coordinate the selection of appropriate texts, resources, and reference materials that reflect curriculum goals and student diversity.

Staff Development and Professional Culture

- Build and maintain a positive faculty culture grounded in collaboration, innovation, and shared professional learning.
- Provide effective induction and ongoing support for new staff, including pre-service teachers and school assistants.
- Support the performance and development of faculty staff through mentoring, observation, feedback, and professional growth opportunities.
- Engage faculty members in collaborative decision-making, reflective dialogue, and ongoing curriculum review.
- Promote accountability, effective communication, and professional excellence among staff at all levels.

Organisation and Administration

- Prepare and manage the faculty's annual budget, ensuring efficient allocation of resources and alignment with teaching priorities.
- Assist in the coordination of the College timetable and provide accurate information to support operations and staffing.
- Organise and oversee faculty-based events and programs including excursions, competitions, and special events.
- Coordinate faculty contributions to College-wide events such as Valedictory Day, including the selection of prize recipients.
- Ensure faculty spaces are safe, organised, and conducive to teaching and learning, in line with WHS regulations.

Community and Communication

- Act as a key liaison between the faculty and the wider College community, including students, parents, and College leadership.
- Communicate effectively and professionally with all stakeholders, modelling the values and strategic priorities of the College.
- Respond to communications in a timely manner and maintain strong visibility and engagement within the College community.





- Prepare faculty reports and contribute to College publications including newsletters, the Yearbook, and website content.
- Participate actively in relevant meetings, including the Curriculum Committee, and contribute to strategic planning across the school.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Essential Qualifications

- Current SA Teacher Registration.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate.
- Acceptable working VISA if an overseas applicant.

Skills and Experience

- Demonstrated success in leading curriculum initiatives and fostering a culture of teaching excellence.
- Extensive teaching experience in English across Years 7–12.
- Proven ability to engage students in English and Drama and promote subject relevance across the College.
- Experience in managing conflict and leading teams through change.
- A track record of community engagement and collaborative practice.
- In-depth understanding of English and Drama curriculum theory, design, and pedagogy.
- Familiarity with current trends and issues in education at the State and National levels.
- Knowledge of best practices in assessment, differentiation, and evidence-informed teaching.

Personal Attributes

- Strong interpersonal skills with the ability to lead and inspire others.
- Excellent communication skills—both written and verbal.
- Proven capacity to manage teams and drive educational, pastoral, and operational goals.
- Competence in digital technologies relevant to teaching, learning, and faculty administration.
- A commitment to the Christian ethos and values of the College.

Professional Appraisal and Engagement

- Active participation in constructive professional appraisal based on the Position Description, and continually working to improve learning for students.
- Actively seeking professional development relevant to the above points.

