



JOB DESCRIPTION

ENGLISH TEACHER

Employment Conditions	Part-time (0.6 FTE), fixed term commencing 27 October 2025 until the end of the Term 4 2025
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Head of English
Last Revised	August 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

The English Department offers stimulating and challenging courses in English subjects across Years 7 to 12 and is committed to developing literacy throughout the Senior School.

Students in Years 7 to 10 are taught common courses based on the Western Australian Curriculum. Students learn about the English language and how to use it effectively through their study of a wide range of written, spoken, multi-modal and visual texts. Our courses are designed to foster a lifelong interest in language and a love of reading and creating texts. Students are invited to enter competitions and listen to visiting writers, poets and performing artists in order to extend their class studies of English. English teachers collaborate to develop courses and share resources.

In Years 11 and 12 students may elect to study ATAR or General English or ATAR Literature.

ROLE

This role will teach a range of classes from Years 9 and 10 including lower school English, and Year 11 ATAR English.

RESPONSIBILITIES

Teaching and Learning

- Plan and implement coherent, well sequenced teaching and learning programs that engage students and maximise learning.
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- Use assessment feedback to inform teaching practice.
- Establish inclusive, supportive learning environments.
- Develop, select and use informal and formal, formative and summative assessment strategies to assess student learning.

ENGLISH TEACHER

- Prepare and deliver timely and targeted feedback and reports to students and parents.

Pastoral Care

- Actively participate in pastoral care and wellbeing programs and other cocurricular activities. Some cocurricular activities will occur outside normal school hours.
- Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

Other duties

- Participate in school functions including Speech Night and Parent Teacher evenings.
- Carry out supervisory duties as required.
- Engage in professional reading and development as part of an expectation of continual professional learning.
- Abide by the staff Code of Conduct and other School policies.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia.

Experience and Skills

Essential

- Ability to provide a stimulating learning environment, effective teaching and exemplary assessment practices.
- Understanding and awareness of the Western Australian Curriculum.
- Familiarity with ICT and the use of technology in the classroom.
- Excellent organisational and time management skills.
- Ability to work collaboratively as part of a team.
- Ability to successfully manage a number of diverse tasks in a busy school environment.
- Ability to maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Desirable

- Experience teaching ATAR English.

Personal Qualities

Essential

- Ability to communicate positively and effectively with all members of the School community.
- A commitment to ongoing professional learning and the desire to be part of a dynamic educational team.
- Willingness to participate in cocurricular activities.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of English
Teaching staff
Administrative staff
Students

External

Parents, guardians or relatives of students
AISWA
SCSA

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.