

# Senior School English Teacher

## Purpose and Outline of the Role

As a valued member of our high-performing English Department, the Senior School English Teacher will work collaboratively with the Head of English to deliver high-quality and engaging curriculum programs within a supportive and enthusiastic team.

This role calls for a passionate and adaptable educator who is committed to excellence in teaching and to fostering a vibrant culture of intellectual curiosity and engagement. The successful candidate will be a strong classroom practitioner who promotes student engagement, academic excellence, and a genuine love of learning.

A passion for, and experience in, teaching English in Stages 4 and 5 are essential, with the ability to teach Stage 6 and a second subject specialisation considered an advantage. The Senior School English Teacher will demonstrate a thorough knowledge of the curriculum, intellectual rigour, strong IT skills, collegiality, and the ability to extend and enrich students' learning.

The Senior School English Teacher is responsible for creating an engaging, productive, and disciplined learning environment in which every student is equipped and encouraged to learn. The teacher will continually reflect on and refine their teaching practice and actively engage in professional learning.

All teachers at Queenwood are expected to contribute to the School's pastoral care programs and to the wider life of the School. Most teachers are also required to act as Tutors within the School's pastoral care system, for which an additional allowance is payable.

## Reporting Relationships

The post-holder will report ultimately to the Principal and directly to the Head of English.

## Employment Basis

This is a part-time (0.4FTE– 0.6FTE) temporary position to commence Monday, 10 August 2026 for the remainder of the school year, to cover a teacher who will be on parental leave.

A full-time teaching load typically consists of 35 face-to-face periods per fortnight, each scheduled for one hour.

## Role Responsibilities

- Plan, prepare and deliver instructional activities that facilitate active learning
- Develop schemes of work, lesson plans and programmes in response to syllabus requirements
- Establish and communicate clear objectives for all learning activities
- Produce high-quality, differentiated learning materials and resources for use in educational activities according to school and department initiatives
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment

- Use relevant technology to support instruction
- Observe and evaluate students' performance and development
- Prepare, assign and grade examinations, assessment tasks, class work, homework, tests and assignments in a timely manner
- Provide appropriate, effective and timely feedback for formative and summative tasks completed by students
- Monitor and encourage the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required within regulatory frameworks and under School and department policies
- Prepare required reports on students and activities
- Manage student behaviour in the classroom by establishing appropriate routines and enforcing school rules, policies and procedures
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations
- Participate in department, school and parent meetings
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- Attend meetings, training and school functions as required and perform regular duties including playground duty and invigilation. Some of these may require attendance out of hours
- Engage in an annual review and development process in alignment with the Australian Professional Teaching Standards in the spirit of ongoing professional learning
- Participate in the School's outdoor education program during Camp Week
- Contribute to departmental and School programs and activities beyond the curriculum
- Perform such other duties as the Principal may from time to time direct

## Key Competencies

- A deep love of literature and the ability to foster in young people a love of reading and ideas.
- Outstanding command of the English language
- Excellent written and verbal communication skills
- Appropriate qualifications and eligibility to teach under the requirements of NSW law and School policy
- Thorough knowledge of effective and relevant teaching strategies for Stages 4 and 5 English, and Stage 6 in their area/s of subject specialty based on student characteristics
- Strong understanding of NESA and/or IBO curriculum requirements and the ability to plan and deliver robust and stimulating teaching activities within well-structured programs
- Ability and willingness to evaluate and critically reflect upon own professional practice
- Proficiency in a range of technologies to support teaching and professional duties
- Ability to create a positive, supportive and engaging classroom climate that meets the academic, social and emotional needs of all students
- Commitment to educational excellence and an empathy with the ethos and ideals of Queenwood

## Personal Attributes

- A lively intellect with a strong interest in the life of the mind beyond the boundaries of externally imposed curricula
- Deep commitment to the welfare of young people and the ability to relate warmly and confidently with adolescents
- Collegial and flexible approach with a 'can do' attitude
- Appropriate standards of professional dress and personal grooming
- Excellent written and oral communication skills
- High level organisational and planning skills
- Strong work ethic
- Initiative, maturity of judgment and resilience

## Concluding Remarks

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable, incidental to, or associated with the position held.

## Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety protocols, such as completing risk assessments, addressing hazards and reporting safety incidents.

### Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

### Applications

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC & NESAs number
- Resume & cover letter addressing the criteria / position requirements
- [Queenwood Teaching Application Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia, hold a valid working with children clearance and be accredited with NESAs to teach in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.