

THE ROLE



Senior School English Assistant Coordinator

Position Title	Senior School English Assistant Coordinator
Level	Classroom Teacher with Level 1 Leadership
Commencement Date	Semester 2 2025 negotiable or start 2026
Hours	Permanent Full-time

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ an experienced educator and leader with a background in Senior School English. The right candidate will be able to gather, inspire and lead others, and have an expert understanding of current teaching and learning practices as well as being creative and innovative.

This position provides a fantastic opportunity for a passionate teacher to develop their academic leadership skills within the context of a well-established team of professionals. The successful applicant will be an active Christian who understands how to integrate faith and education in relevant and authentic ways.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- A well-informed understanding of the new syllabus documents and teaching practices
- Demonstrated critical analysis and problem-solving skills, experience and commitment to collaborative leadership within a team environment
- Demonstrated good team leadership skills: including approachability; listening and communication skills; conflict resolution; exercising sound judgement; and showing initiative
- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of competing tasks

Qualifications

- Secondary Teaching qualifications in English & accreditation in NSW
- Ability to teach Stage 6 Advanced English and Ext 1 English is preferred

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Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining teaching, leadership and other experience relevant to the position
- A statement of educational philosophy
- Written response addressing the Key Selection Criteria in a maximum of 2-3 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

CLOSING DATE FOR APPLICATIONS: Friday 27 June 2025

Please note applicants will be considered for interview upon receipt of their application. Appointments may be decided before the closing date.

Please forward your application to employment@thac.nsw.edu.au
Attention: Cathie Graydon - Director of Staff Services

Please visit our [website](#) for a full role description.

ROLE DESCRIPTION



English Assistant Coordinator

Primary Purpose:

The English Assistant Coordinator will work with the English Coordinator and the English staff to lead the Strategic Plan related to improvement and innovation of the English Program of the Senior School including: teaching and learning programs, debating/public speaking and communication with staff, parents and students.

Accountable to:

The Principal through the Deputy Principal/Head of Senior School and the English Coordinator.

Directly reports to:

English Coordinator

Relates to:

1. Director of Teaching and Learning
2. Academic Dean of Students
3. Director of Operations
4. Director of Student Wellbeing
5. Faculty Coordinators
6. Teaching Staff

The following staff report to the English Assistant Coordinator:

- English Teaching Staff

Major Responsibilities

The English Assistant Coordinator is responsible to the Principal through the English Coordinator for:

- The effective and efficient leadership, supervision, management and development of the team of teachers assigned by the College to teach the subject to Years 7-9.
- Observing and supporting staff as appropriate.
- The implementation of an:
 - appropriate training program for staff in areas where they require additional skills and knowledge;
 - approach to professional development within the faculty that is relevant to the collective needs of the team and the specific needs of individual teachers
- Assisting with the production and on-going revision of a Faculty Handbook which describes the practices and procedures pertinent to the faculty.
- Developing and reviewing the Years 7-9 scope and sequence, course program and ensuring that teachers in the English/Drama Faculty are teaching the faculty program

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according to the Board of Studies syllabus and assessment requirements. The program must also be consistent with the College ethos and suited to the needs of the students.

- The oversight and implementation of teaching and assessment strategies in Years 7-9, suited to the diverse needs, interests and aptitudes of the students within each class, including strategies that assist students with learning difficulties and students with outstanding abilities who require enrichment.
- In conjunction with the Faculty Coordinator, the delegation of responsibilities to teachers of Years 7-9.
- Assisting with the efficient management of the physical resources entrusted to the faculty.
- Assist in the oversight of College Public Speaking and Debating (internal and external competitions).
- Assist in the oversight of English faculty's involvement in Special College Events eg HSC Showcase, Setting up for HSC marking.
- Assist with Year 11-12 as requested by the English Coordinator.
- Perform any duties as required by the English Coordinator from time to time.
- Perform any duties as is required by the Principal or his nominees from time to time.

The English Assistant Faculty Coordinator is also responsible to the English Coordinator for:

- Assisting with student discipline as required or directed by the Faculty Coordinator.
- Shared responsibility with the English Faculty Coordinator and senior staff for the maintenance of high standards of student behaviour, student morale, the wearing of the College uniform, classroom and playground cleanliness.
- Assisting with the security and tidiness of the top level of H Block within College hours.

The English Assistant Coordinator is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities
- all formal parent-teacher interview evenings
- designated information evenings
- designated playground duties, sports duties, assemblies, excursions, allocated committees and camps

This role description is underpinned by the College Policies, Procedures and Guidelines