



Oxley
COLLEGE

ENGLISH TEACHER (7-12)

To Think
To Dare
To Dream



ENGLISH TEACHER

School Campus	Senior School
School Division	7-12 Staff
Reports to	Head of English Department
Key Relationships	English Faculty, Academic, Wellbeing and Co-curricular teams
Employment	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Ongoing
Status	<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Teaching Staff Multi-Enterprise Agreement (2021)
Tenure	Permanent Position

Oxley College is a well-established independent, co-educational, non-denominational Pre-K to 12 day school of 850 students nestled in the scenic Southern Highlands of NSW.

At Oxley, we hold a fundamental belief in the comprehensive education of the whole child. Our vision is to be a vibrant, respectful, and inclusive learning community where the development of character, genuine care for every individual, and enlightened academic rigour inspires our students to thrive.

We are committed to fostering a dynamic, innovative, and evidence-based learning environment that revolves around the needs of each student. Our child-centred approach ensures that high-quality learning and teaching are the heart of the educational experience we offer. We seek to inspire and empower students to not only enjoy their learning journey but also apply their knowledge to comprehend the intricacies of the world and their unique place within it.

As a College community, we cherish the values of kindness, courage, and wisdom. Our dedicated staff work in partnership with parents and carers to create an environment that nurtures each student's academic, emotional, and social development. With a focus on character and enlightened academic pursuits, we aim to inspire every individual to achieve their full potential and contribute positively to the global community.

Oxley College is proudly a Child Safe Organisation, putting the best interests of children and young people first. Further information about the College and its programs can be located on our website: [Oxley College](#).

Position Summary

An exciting opportunity has arisen for an English Teacher, Years 7-12, to join our talented team. The ideal candidate will have a love of teaching.

An Oxley College teacher demonstrates a commitment to excellence in student learning as evidenced by passionate and expert teaching. The teacher works within an evidence-informed framework and shows a thorough understanding and commitment to best practice.

There is a possibility of some rental assistance for up to two years for the successful candidate if they are seeking a relocation to the Southern Highlands.

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Duty Statement

Teaching and Professional Learning.

In addition to the timetabled teaching responsibilities, all teachers collaborate in Departments and participate in a range of professional development activities.

As a professional educator, the role holder will:

- Be committed passionately to professional excellence and ongoing professional learning.
- Participate positively in systems for professional observation, data analysis, feedback and growth.
- Collaborate with colleagues in curriculum planning, implementation, review, assessment and reporting.
- Participate actively in Departmental activities, events, meetings and duties.
- Demonstrate the ability to teach across a broad age and ability range, with an inclusive understanding of students' learning needs.
- Nurture a learning culture that is safe, personalised and inclusive of all students.
- Ensure that all learning activities are purposeful and contextualised, appropriately challenging and designed to develop empowering learning skills.
- Provide focused, formative, regular and positive feedback to all students.
- Deliver structured and well-resourced units.
- Liaise with Head of English, Director of Curriculum and other staff as required to support students' holistic educational needs.

General Duties

All staff are expected to:

- Participate actively in professional learning programs, staff meetings and planning sessions.
- Attend scheduled Assemblies and House meetings.
- Attend parent-teacher sessions and other key events in the College calendar.
- Undertake regular supervision duties.
- Be willing to provide reasonable cover for absent colleagues when required.
- Undertake other duties as determined by the Head of College.

Wellbeing

All full-time teaching staff members are involved in the Student House system, which is an important part of the College's culture.

A House Mentor group is usually around 15 students across Years 7 to 12.

As a Mentor, the role holder will:

- Know, care for and advocate for each mentee.
- Take a professional, yet personal, interest in the life and development of each mentee.
- Take a balanced interest in the academic, co-curricular and personal growth and needs of mentees.
- Provide guidance concerning mentees' conduct, activities, choices and pathways.
- Monitor, comment on and provide guidance about mentees' reports.
- Liaise with parents and other staff to support the development and needs of mentees.
- Liaise with the Head of House for advice and support as necessary.
- Facilitate a wellbeing curriculum covering stage-relevant social, wellbeing, academic and ethical issues.
- Attend School Assembly, House Assemblies and Mentor periods.
- Participate actively in the broad life of the House, including House events, carnivals, dinners, etc.

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Co-curricular

All full-time teaching staff participate in the College's extensive co-curricular programme, which includes opportunities in sport, outdoor education, the creative and performing arts, debating and public speaking, leadership and service, and a range of clubs and societies. These events may occur during the weekend or after school and will be staffed by teaching staff as necessary. If the activity has a Saturday element, staff only do 2 of the 4 terms. College camps are also an integral part of Oxley life, and all staff are expected to be available to attend relevant camps unless a medical certificate prevents this. Part-time staff are involved in the co-curricular programme on a pro-rata basis.

As a participant in the co-curricular programme, the role holder will:

- Contribute actively to all relevant sessions.
- Monitor attendance, conduct and student safety at all times.
- Provide appropriate guidance and input to students to support the success of the activity.
- Liaise with students, staff and parents as necessary to ensure student development.
- Provide efficient, timely and positive information to relevant stakeholders.

Attributes And Expectations

All staff are expected to uphold the College's values by:

- Safeguarding and promoting the welfare of children.
- Supporting and promoting the College's culture, reputation and strategic objectives.
- Complying with the College's Code of Conduct and other policy and regulatory requirements.
- Respecting and upholding the College's values and ethos.
- Respecting people of all backgrounds within the College community.
- Building relationships with students, staff and parents based on respect, trust and shared purpose.
- Behaving ethically and with appropriate confidentiality and sensitivity.
- Modelling punctuality and adherence to organisational deadlines.

Skills And Qualifications

The successful role-holder must:

- Have excellent written English and effective interpersonal communication skills.
- Authentic with a strong personal presence, poise and natural capacity to build positive relationships that inspire students, staff and stakeholders.
- Articulate and engaging with a personal warmth that engenders mutual respect and builds commitment to the College.
- Model optimism and a Growth Mindset
- Have excellent technological literacy across a range of applications.
- Hold appropriate tertiary qualifications and teaching experience
- Maintain NSW teacher's registration with NESA.
- Hold a valid and current Working with Children Check Number.

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Essential Criteria

The ideal role-holder is expected to demonstrate:

- A commitment to excellence in student learning as evidenced by passionate and expert teaching.
- A thorough understanding and commitment to best practice in curriculum design.
- Demonstrated ability to work with and within a team.
- Strong interpersonal and excellent communication skills both written and verbal.
- Well-developed organisational and administration skills including the ability to put systems in place and meet deadlines.
- To be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

Conditions Precedent For Employment

The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.

Application Guidelines

To apply for this position, you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.

- Applications should be sent as one attachment (PDF format preferred).
- Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- Applications **must** also include the following information:
 - Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Names, positions and contact details for three (3) referees.

Closing Date For Applications

The closing date for application submission is 28 February 2025 or earlier if a suitable applicant is found.

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Employee Acknowledgement (to be completed on offer and acceptance of role)

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

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