



POSITION DESCRIPTION

POSITION: Curriculum Leader Tier 3

DATE: reviewed August 2021

RESPONSIBLE TO: Principal through the Deputy Principal (Teaching & Learning)

Purpose of Position:

The role of the Curriculum Leader is to support the mission of the school through leadership of the learning and teaching program.

This involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed and implemented at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decisions; developing appropriate partnerships within and outside of the school; and prudently administering available resources.

Responsibilities

- leading the overall coordination of designated curriculum areas taught in the school
- the application of contemporary learning and teaching research and data analysis to classroom practice through professional development and supervision of staff engaged in these areas
- induction of new teachers within the area(s) of curriculum responsibility (or supervision of induction where it is undertaken by another experienced teacher), and/or
- pastoral care of staff engaged in the designated area(s) of curriculum responsibility, and/or
- other appropriate duties as required by the Principal.

Key Attributes

- a clear vision of and support for the school's mission and its underlying values and ethos
- leadership capacity – a broad vision that extends beyond subject boundaries, initiative, perseverance, accept responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- ability to analyse school curriculum data to determine areas of success and areas for improvement and to develop plans to address these
- success as a classroom teacher
- an appropriate level of professional qualification both formal and informal and/or relevant experience
- professional activity through membership of professional associations and on-going professional development

Typical Duties

- Coordination and/or development of work program(s) according to national, state and local requirements.
- Coordination of assessment, moderation and reporting programs and the keeping of appropriate records.
- Keeping abreast of developments within the area of responsibility through on-going professional reading and research and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice.
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions.
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings
- Managing financial and material resources within the area of responsibility including formulating of budgets and expending allocated funds.
- Regularly communicating with stakeholders about issues of legitimate interest and/or concern.

Other:

- Be supportive of the Catholic ethos of the school.
- contribute actively to the development and implementation of College policies and procedures
- contribute to a safe and healthy working environment consistent with the College's Mission Statement and *Work Health and Safety* requirements
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all College policies and procedures.
- Possess and maintain current Registration with the Queensland College of Teachers.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.