



# ROLE DESCRIPTION

## CURRICULUM LEADER<sup>1</sup> TIERS 4 AND 5

### ROLE DESCRIPTION

The role of the Curriculum Leader is to support the mission of the College through leadership of the teaching and learning program. All Curriculum Leaders carry the primary responsibility for the ongoing development and supervision of the curriculum in line with national, state and local priorities and the College Strategic Plan:

- ☐ ensuring that appropriate pedagogies are developed and implemented;
- ☐ ensuring the quality of student learning and the effectiveness of teacher practice;
- ☐ utilising thorough analysis of current data to inform decisions; and
- ☐ prudently administering available resources.

The role holder will demonstrate leadership in the following areas.

### RESPONSIBILITIES & DUTIES

#### SPIRITUAL LIFE OF THE COLLEGE

- ☐ Ensuring that the mission of Marist College Ashgrove in the tradition of the Marist Brothers permeates all aspects of leadership and management related to this role;
- ☐ Witnessing to the Catholic values of the school; and
- ☐ Demonstrating faith as an integral part of the mission of the College.

#### CURRICULUM LEADERSHIP

- ☐ Providing leadership in the pursuit of excellence in curriculum and quality pedagogical practices, consistent with the Australian Professional Standards for Teachers and Marist education;
- ☐ Proactively promoting personal excellence in student academic performance through the provision of programs with appropriate academic challenge for each student;
- ☐ Leading the integration of ICTs into curriculum programs;
- ☐ Encouraging teachers to create technology-based and other learning opportunities that encourage higher order thinking;
- ☐ Leading the implementation of all aspects of the curriculum including the preparation of work programs for QCAA and BCE, preparation of assessment tasks for endorsement and uploading of student work for confirmation, monitoring, development of resource materials, monitoring of student progress, and the development of staff practices;
- ☐ Leading the department team in the implementation of the ongoing collaborative review of

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<sup>11</sup> "Curriculum Leader" is a generic term. No firm determination has yet been made about position titles.

subject programs and practices;

- ☐ Providing a role model of a successful classroom teacher and challenging inappropriate classroom and pedagogical practices in teachers within the department;
- ☐ Working collaboratively with the Head of Digital Learning and Information Services and staff to provide appropriate, contemporary teaching and learning resources, in order to develop information literacy skills, which promote independent learning;
- ☐ Providing specific support and guidance to all teachers especially associate teachers, beginning teachers and teachers experiencing difficulties, and ensuring that all staff members are inducted into the vision, policies and routines of the department;
- ☐ Pastoral care of staff within the department; and
- ☐ Analysing College and subject-based educational data to determine areas of success and areas of improvement, and leading the department to improve where appropriate.
- ☐ Linking curriculum leadership with the College's strategic plans.

## ADMINISTRATION AND MANAGEMENT

- ☐ Working in collaboration with the Centre for Learning Enrichment to ensure that individual student needs are recognised and facilitated in all teaching within the department and that special consideration and pastoral procedures are implemented, as appropriate;
- ☐ Ensuring that work programs take into account QCAA/AQTF/NCCD/AARA requirements, QCE/QCIA policies and procedures, with regards to course specifications, mandatory hours, assessment tasks, assessment criteria and accurate record keeping; the diversity of needs, interests and abilities of students; College organisational structures and Mission Statement; availability of resources both human and physical; and emerging educational, social and religious issues;
- ☐ Overseeing the organisation of excursions within the department;
- ☐ Working in collaboration with classroom teachers, the Head of Students, the Head of Teaching and Learning and Heads of House to address student management issues;
- ☐ Coordinating assessment practices and procedures and ensuring these relate to, and enhance, the teaching-learning process;
- ☐ Overseeing all assessment, and checking and supervising the setting and conduct of all common testing within the department;
- ☐ Implementing formal cross-marking procedures and monitoring marking and the quality of student work, to ensure work program requirements are followed, comparability between teachers is maintained and high standards are maintained and enhanced;
- ☐ Ensuring that reports are written in a professional manner, reflecting syllabus/program desired outcomes, and that subject teachers follow reporting processes;
- ☐ Facilitating productive interactions with external agencies including the Queensland Curriculum and Assessment Authority, relevant professional associations, tertiary institutions and other schools;
- ☐ Establishing, co-ordinating and maintaining an efficient system of information storage and retrieval, innovative practices and utilizing Moodle, LMS and progressive reporting;
- ☐ Utilisation of data on Learning Analytics;
- ☐ Meeting regularly with staff to provide professional support, to communicate information or

decisions from the College Leadership Team and various College committees or external agencies;

- ☐ Establishing and maintaining a consensual and collaborative approach to departmental decision-making, review of procedures and goals;
- ☐ Ensuring the documentation, distribution and communication of all departmental procedures including the distribution of all meeting minutes to members of the College Leadership Team
- ☐ Participating in the College budget process to ensure that the subject area needs are appropriately represented in order that the department budget allows for regular upgrading of resources
- ☐ Coordinating and overseeing the purchase, storage, use and maintenance of resources and equipment;
- ☐ Overseeing the selection and purchase of student and teacher texts and other resource material in consultation with department members;
- ☐ Contributing to the process of allocating students and teachers to classes where appropriate; and providing advice as to the suitability of subject changes requested by senior students, and formally approving the final decision;
- ☐ Supervising the work of any support staff working in the department;
- ☐ Working with department staff to ensure that workplace health and safety requirements and practices are met as they particularly apply to the work of the department ;
- ☐ Participating in the selection process for the appointment of new staff;
- ☐ Ensuring, in collaboration with the Head of VET and Careers, Career Counsellor and Pastoral Leaders, that students and parents are provided with accurate and relevant subject information and guidance so they can make informed subject choices; and
- ☐ Liaising with the Head of Teaching and Learning and the Deputy Headmaster in relation to course viability and (alternate) delivery.

## PROFESSIONAL DEVELOPMENT

- ☐ Keeping abreast of developments in the areas of contemporary curriculum leadership, learning and teaching through on-going professional reading and research, and providing for the professional learning of staff in line with these developments;
- ☐ Facilitating the professional development of staff through organising appropriate internal programs, recommending suitable off-site in-service opportunities and encouraging teachers to share new learning;
- ☐ Providing leadership, support and encouragement to teachers in the development and implementation of a variety of best practice teaching and learning strategies;
- ☐ Facilitating the provision of professional development opportunities, in liaison with the Head of ICT, to encourage the appropriate use of information and communication technologies within the classroom;
- ☐ Managing the performance of teaching staff through on-going professional discourse, facilitation of reflective teaching practice, and formal and informal goal-setting and appraisal and assist them to evaluate their learning progress.
- ☐ APDP process, utilising AITSL self-improvement initiatives and regular meetings with staff for goal setting and appraisal.

## GENERAL

- ☐ Assisting the Headmaster, on request, with staff review and appraisal processes;
- ☐ Actively participating in decision-making regarding College policies and procedures;
- ☐ Actively supporting and implementing all College policies and procedures;
- ☐ Demonstrating interest and active involvement in the total life of the College, in curricular and co- curricular activities, parent information nights, subject selection meetings, orientation and induction activities, parent educational evenings;
- ☐ Attending regular meetings with the Head of Teaching and Learning to review procedures and initiate strategies to improve teaching and learning; and
- ☐ Other appropriate duties as required by the Headmaster.

## REPORTING RELATIONSHIP

The role holder is responsible to the Head of Teaching and Learning.

## CONDITIONS

This is a Position of Added Responsibility, currently at Level 4 or Level 5.

## TERM OF CONTRACT

Initial contract is for a period of four years. Renewal of contract is subject to successful performance review. After the completion of second four-year contract, it is College practice to re-advertise the position.

# DUTY STATEMENT

## General

- ☐ Teaching load and yard duties as rostered.

## Committees

- ☐ Chairing department meetings
- ☐ Attendance at Curriculum Leaders meetings
- ☐ Attendance at regular meetings with Head of Teaching and Learning

## Daily

- ☐ Immediate supervisor for teachers teaching in the area and school officers providing support
- ☐ Student teaching and learning matters as they occur
- ☐ Email clearance

## Weekly

- ☐ Contact with parents, students and teachers in relation to teaching and learning issues
- ☐ Pastoral support to teachers
- ☐ Manage departmental resources

## Terms

- ☐ Coordinate assessment and corresponding departmental practices and procedures
- ☐ Management of report timeline compliance by teachers teaching courses within the subject area
- ☐ Facilitate departmental and College professional learning
- ☐ Being a panel member of any selection panel relevant to the subject
- ☐ Support of provisionally-registered and new teachers within the department, especially in the development of evidence of practice.
- ☐ Analyse College and subject specific data to inform change and improvements

## Semesters

- ☐ Contribute to allocation of teachers to timetabled classes – in conjunction with Head of Administration and Head of Teaching & Learning
- ☐ Evaluate and amend assessment tasks against new and existing syllabus requirements
- ☐ Meet all College and QCAA/AQTF deadlines
- ☐ Order texts and other resources in accordance with College Purchasing Policy.

## Annually

- ☐ Prepare departmental budget
- ☐ Review departmental practices and programs to ensure they meet all requirements
- ☐ Arrange annual performance conversations with:
  - Allocated teachers teaching in the subject area.
  - School officers providing substantial support to the department, as designated.
- ☐ Undertake a program of professional development, professional reading and research to stay current.
- ☐ Participate in an annual conversation with a member of the College Leadership Team.