

POSITION DESCRIPTION

Curriculum Leader (Innovation & Growth)



The Curriculum Leader: Innovation & Growth is responsible to the Principal, through the Deputy Principal (Learning & Teaching) and the Director of Pedagogy, for effectively implementing learning & teaching practices across the college campuses that support excellence in student learning and teacher pedagogical practice.

As a member of the Curriculum Leaders Team and in partnership with the Deputy Principal (Learning & Teaching), and the Director of Pedagogy, the Curriculum Leader: Innovation & Growth sets the future direction for learning & teaching at the College and plays an integral role in turning this vision into reality through their leadership and support of others.

The Curriculum Leader team consists of the Curriculum Leader: Years 7 & 8, Curriculum Leader: Years 9 & 10, Curriculum Leader: Years 11 & 12 and the Curriculum Leader: Innovation & Growth. The team collaborates on shared responsibilities and oversees the responsibilities specific to their year level or portfolio.

Leadership Framework:

Educational Leaders at Kolbe Catholic College operate within a transformational framework:

- Supporting and promoting the Catholic ethos of the College.
- Publicly supporting the College's Leadership.
- Building trust, acting with integrity, coaching individuals, inspiring others, and encouraging innovative thinking.

They also align with the Leadership In Catholic Schools Framework: Leadership Action in the following key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

Through the Performance Development and Coaching program, leaders at Kolbe Catholic College set annual goals for their leadership areas and professional practice.

Child Safety:

Every employee and volunteer at Kolbe Catholic College is responsible for ensuring the wellbeing and safety of all students. This includes:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.

- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Responsibilities:

- To work with members of the College Leadership Team in the implementation of the College Annual Action Plan and provision of exemplary educational experiences, which reflect the values and beliefs espoused in the College Purpose Statement.
- In conjunction with the Deputy Principal (Learning & Teaching) and the Director of Pedagogy, develop and share in the implementation of sequential programs designed to address all areas of the Victorian Curriculum, in an innovative, challenging, student-centred curriculum.
- Work with the College Leadership Team, Directors of Students, other Curriculum Leaders and Year Level Leaders in the development of a whole school approach and commitment to student learning and wellbeing.
- Share in being a presence in the school and wider community.
- Liaise with and support the wider Curriculum Leader Team to ensure a shared approach to pedagogy, curriculum, assessment and processes across campuses and year levels.
- Oversee and support the roles and duties assigned to the Learning Leaders and Course Convenors in their responsibilities for pedagogy, assessment and reporting, and resources.

SPECIFIC DUTIES

Leading Learning & Teaching

- Be a designated mentor for a group of Learning Leaders, providing them direction and support in the leadership and administration of their Learning Area.
- To continually update, document and reflect on the rationale, aims and objectives of programs of learning & teaching the College offers, and to arrange for this to be published and communicated with relevant stakeholders.
- Oversee the consistent, effective classroom setup at each year level to support explicit instruction and teaching reflective of the Science of Learning and MACS Vision for Instruction.
- As a member of the Curriculum Leader team, support team members in delivering their respective portfolio responsibilities, and utilise their expertise as part of the tasks outlined below.

Student Growth, acceleration & enhancement

- Oversee the implementation, student selection and communications relating to learning enhancement and acceleration, in liaison with the Deputy Principal - Learning & Teaching, including:
 - Year 7-10 Ignite Program

- VCE Acceleration, in collaboration with the Curriculum Leader: Years 11 & 12
 - University Acceleration program, in collaboration with the Careers team.
- Provide strategic direction and curriculum design support to teachers of the Ignite Program to support a cohesive and consistent program across years 7 to 10.
- Oversee the College Academic co-curricular program, supporting teachers and leaders to facilitate program offerings while also organising and delivering programs to students.
- Liaise with the Director of Performing Arts, Wellbeing team, and Deputy Principal (Faith & Mission) to collaborate on a shared list of co-curricular offerings.
- Support the Learning Leaders to deliver co-curricular opportunities for students, in particular, for those seeking extension opportunities in the learning areas.
- Supported by the Learning Leader: STEM and Accelerated Learning, select and coordinate co-curricular programs, which provide students with opportunities to further develop and apply their academic strengths, including the STEM MAD competition and Tournament of Minds, amongst others.

Program Design and Implementation

- Working with the Learning Leader: STEM and Accelerated Learning, develop and deliver the Years 8 and 9 EXPLORE program.
- Lead the design and coordination of the Year 9 City Experience and camp, with the associated activities, as part of the Year 9 EXPLORE program.
- Design and lead the Academic Support programs, such as Homework Club and Academic Tutors, providing students with opportunities to gain effective academic support outside of their classes.

Learning Data

- Lead the College Targeted Testing program, ensuring a cyclical data collection to support college initiatives and program evaluation.
- Ensure that collected data is available to staff and relevant leaders, including NAPLAN, PAT Allwell data in the College Learning Management System.
- Working collaboratively with the Director of Pedagogy and other leaders to develop data dashboards that support decision-making at the college.
- Support teams within the College by producing summary reports on NAPLAN and PAT data.

Teacher Pedagogical Growth

- In collaboration with the Deputy Principal - Learning & Teaching and the Director of Pedagogy, further develop and implement a school-wide approach to learning and teaching.
- Design, deliver and evaluate teacher professional development, to be offered in workshops, staff meetings and professional learning days.
- With the Director of Pedagogy, take part in and lead the Instructional Coaching program, supporting teachers to grow in their teaching practice.

- Working with the Director of Pedagogy, maintain the learning and teaching modules of the college Learning Management System.
- Provide ongoing teacher professional learning in the effective use of the college Learning Management System.

Position Classification:

- Position: Curriculum Leader (Innovation & Growth)
- Remuneration: As per VCMEA
- Position of Leadership: POL 4
- Tenure: January 2026 – January 2029
- Review: Annual reviews based on self and peer appraisal and goal setting.

Key Selection Criteria:

Please include a brief statement with your application addressing your concept of leadership, including goals you would set for this position, and your response to the following criteria:

Essential requirements

- Tertiary qualification in Education, or a related field.
- Experience in school and students' leadership roles.

Faith Leadership:

- Commitment to the values and ethos of Catholic education.

Educational Leadership:

- Successful teaching and mentoring experience.
- Demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Details of recent postgraduate study and/or immediate intentions for future study.

Relational Leadership:

- Ability to foster and develop relationships with staff and the wider community.
- Ability to work collaboratively with teams within the school.

Organisational Leadership:

- Ability to plan and manage resources effectively to support the school's educational programs.

Additional Capabilities:

- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Sound organisational and administrative skills.

Position Description

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- Ability to work collaboratively and facilitate dynamic teamwork.
- Proven capacity to work independently under changing priorities, deadlines, and pressure.
- Commitment to ongoing professional learning.
- Exemplary teaching skills and practices.
- Generosity of spirit.