

POSITION DESCRIPTION:

CURRICULUM LEADER 2026

Reports to:	Principal through the Directors of Pedagogy, Dean of Teaching and Learning and Deputy Principal
Curriculum Leader	Performing Arts (ELC-12) POL 2
Curriculum Leader	Visual Arts (ELC-12) POL 2
Curriculum Leader	H&PE (P-12) POL 3
Curriculum Leader	Languages (ELC-12) POL 3
Curriculum Leader	English (7-12) POL 3
Curriculum Leader	Mathematics (7-12) POL 3
Curriculum Leader	Humanities (7-12) POL 3
Curriculum Leader	Science (5-12) POL 3
Curriculum Leader	Religious & Faith Education (7-12) POL 3

Tenure: Years – 2026 - 2027

At Genazzano FCJ College, we're on a mission... to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. We are an IB PYP and MYP school and in our senior years our students complete the Victorian Certificate of Education. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they will inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

All Leaders at Genazzano FCJ College must support and build Catholic identity, articulate vision and direction, uses 'big-picture' understanding to think and plan strategically, apply intelligence and wisdom to decision making, foster a growth-promoting workplace, guide and mentor others, are committed to continuous improvement, deliver high quality results, deal effectively with change, facilitate positive and collaborative relationships, communicate skilfully and inspire others.

The Curriculum Leader enlivens and directs the activities of all study areas within the Curriculum Area by skilful leadership of resources, both human and material. In accordance with the vision and strategic plan of the College, the leader stimulates the members of the Curriculum Area to more creative and impactful teaching. As a key leadership role within the College, the Curriculum Leader is expected to keep abreast of current research of effective leaders and learners.

The Curriculum Leader is to provide outstanding educational leadership that implements current educational policy and practice. The Curriculum Leader is responsible for the planning, implementation and review of a rigorous, innovative and challenging learning and teaching program which not only meets the needs of our current students but supports our students as the graduate from Genazzano FCJ College.

The Curriculum Leader must be informed by, and inform, all Curriculum Area members of the specific learning needs of students for whom they are responsible.

EXPECTATIONS OF TEACHERS IN CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a Child Safe Policy and a Child Safety Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policy and the Child Safety Code of Conduct.

The Curriculum Leader will work collaboratively with members of the Curriculum Committee and members of their Curriculum Area in ensuring that through their combined efforts all the duties described below are fulfilled:

RESPONSIBILITIES

Curriculum:

- Ensure that learning and teaching programs are intellectually stimulating, culturally rich, developmentally appropriate and socially relevant and informed by data to ensure that the learning needs of all students are nurtured and developed
- Manage, lead and develop the vertical curriculum design for the Curriculum Area
Ensure compliance with the requirements of the International Baccalaureate (IB) for the Subject Group

- With the support of ICT, incorporate learning technologies into the curriculum as appropriate
- Actively seek opportunities to ensure that members of the Curriculum Area become informed of and remain abreast of current educational theory and practice
- Make explicit the educational philosophy of the Curriculum Area to indicate its relationship to the College Strategic Plan, Vision and Mission and to demonstrate its unique contribution to the education of the whole person
- Ensure that course descriptions reflect the College's ethos, philosophy, policies and educational goal/objectives
- Develop a knowledge of the academic program for the Curriculum Area with particular reference to:

Outcomes

Methodology

Pedagogy

Assessment, recording and reporting

- Provide an informed and active voice as a member of the Teaching and Learning Team to ensure that the educational needs of all students are addressed
- Ensure that regular course evaluations are undertaken for content, sequence, structure and the provision of designated outcomes
- Implement processes that ensure a regular review of sequential learning pathways for all students within the Curriculum Area
- Lead teachers, parents and students in the development of policies designed to create a positive learning environment through the development, implementation and critical review of a comprehensive learning and teaching program
- Ensure that parent feedback is managed in a sensitive and timely manner

Pedagogy:

- Regularly monitor the design and delivery of courses of study
- Ensure formal evaluation of courses by staff and students
- Use current research on learning technologies, teaching practice, learning styles and strategies as a basis for evaluation of courses
- Liaise with the Director of Learning Diversity to ensure specific learning needs of students are supported within the classroom and ensuring relevant evidence is collated by teaching staff
- Use diagnostic data to profile and discuss the most appropriate responses to learning and teaching programs for different groups of students.

Assessment:

- Oversee the development of a variety of assessment procedures that reflect positive educational outcomes as guided by the CEM, ACARA, the Victorian Curriculum and Assessment Authority (VCAA) and the International Baccalaureate (IB)

- Devise a range of informative assessment strategies that are clearly linked to the teaching and learning program
- Implement, monitor and evaluate procedures related to assessment and reporting

Reporting:

- Oversee the implementation of ongoing and end of semester reporting procedures within their Curriculum Area to ensure consistency across the College and compliance with the CEM, VCAA and the IB
- Oversee the development of appropriate report templates
- Monitor and oversee the quality of feedback provided by teachers of the Curriculum Area on an ongoing basis

Staff:

- Lead, support and guide all staff within the Curriculum Area to ensure a positive professional atmosphere and a high-quality learning program
- Facilitate the induction of new and replacement staff into the Curriculum Area
- Support graduate teachers with their VIT registration process and portfolio completion
- Identify the professional learning needs of members of the Curriculum Area and make recommendations to the Deputy Principal
- Motivate and guide Curriculum Area members in reflective professional practice
- Convene regular Curriculum Area meetings to provide a forum for course development, evaluation, debate, discussion and consultation
- Bring together subject teachers in collaborative teams to develop and contribute to IB Units and Programmes

Communication and Management:

- Set challenging academic and learning goals within the Curriculum Area
- Ensure that relevant current Courses of Study are stored on the GenConnect Learning Management System and made available to teachers and the Teaching and Learning Team before the start of each semester
- Collect information to facilitate the organisation of excursions, competitions and other learning activities
- Provide information regarding the Curriculum Area for preparation of handbooks
- Liaise with the relevant Curriculum Leaders and Team Leader to organise and facilitate information evenings for parents
- Oversee the formulation of booklists and the ordering of resources in conjunction with the Curriculum Area members at each level
- Prepare and submit the annual Curriculum Area Budget
- Provide advice, where appropriate, to the Principal/Executive regarding the appointment and deployment of staff
- Oversee completion of annual inventory of resources and equipment
- Adhere to the deadlines set by the Deputy Principal
- Report to the school community via the Student Bulletin, College Newsletter, Gen-Narrations, GenConnect, social media and the College Yearbook
- Support the Director of Marketing, Admissions and Community in the promotion of the College

- Liaise closely with the Dean of Teaching and Learning to ensure all curriculum events are well organised and run smoothly
- Submit dates for the following year's calendar to the Dean of Teaching and Learning
- Complete all risk management associated with College curriculum activities
- Any other duties as requested by the Principal

Co-curricular:

- Support the co-curricular areas of the College that relate to the Curriculum Area and ensure teachers and members of staff adhere to the specific requirements of the specialised area
- Take a leadership role in the co-curricular program to ensure the offerings within the curriculum area are rigorous, well-coordinated and of an excellent standard

For Languages, Physical Education and Health, the Arts only:

- The role oversees the curriculum area across the Junior School (Grange Hill) and Senior School.

For Performing Arts only:

- Be the Director of the Genazzano/Xavier Musical every second year. Be the Director, Producer or Manager of the major College productions to ensure they remain at high standard. These roles will attract an additional allowance.

For Languages only:

- Coordinate the co-curricular opportunities that enhance the Languages curriculum such as overseas tours, student exchanges with sister schools, language competitions, etc. This role will attract an additional allowance for overseas tours.

ACCOUNTABILITY

- The Curriculum Leader is responsible to the Principal through the Directors of Pedagogy, Dean of Teaching and Learning and Deputy Principal
- He/she will set annual goals for the Curriculum Area relating to curriculum provision, standards, students and staff and submit to the Deputy Principal at the commencement of each year. Regular updates will be required throughout the year.
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal
- He/she will prepare an Annual Report addressing the performance of the Curriculum Area in relation to the established goals and submit to the Deputy Principal

Genazzano FCJ College promotes the safety, wellbeing and inclusion of all children and young people.