

# POSITION DESCRIPTION

## Curriculum Leader (7&8) & (9&10)



The Curriculum Leader team are responsible to the Principal, through the Deputy Principal (Learning & Teaching) and the Director of Learning and Teaching, for the effective implementation of learning & teaching practices across the college that support excellence in student learning and teacher pedagogical practice. As a team, the Curriculum Leaders oversee the coordination of curriculum, implementation of learning & teaching programs across the college, and matters related to their respective portfolios. In partnership with the Deputy Principal (Learning & Teaching), and the Director of Learning and Teaching, the Curriculum Leaders set the future direction for learning & teaching at the College and play 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 Learning and Teaching, 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.
- Monitor and oversee the curriculum development of their associated Learning Leaders, ensuring adherence to VCAA requirements and documentation within our College Learning Management system and Curriculum Maps.
- Oversee the reporting process, in particular ensuring the accuracy and presentation of reports communicated to families.
- Develop, review and communicate resource lists for each year level, with the support of each Learning Leader.
- Oversee the subject selection process for each year level, ensuring that students, families and teachers have access to required information.
- Oversee the development of Assessment Schedules at each year level.
- Design and implement the academic support processes at the college, including assessment catchup and detentions and their associated rosters for staff.
- 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.
- With the support of the Administrative Assistant (Learning & Teaching), oversee the administration of external assessments including NAPLAN and PISA.
- Oversee the examination process for each year level, including timetabling, exam writing and proofreading, and student supervision.
- Develop and oversee the implementation of college policies relating to Academic Integrity.
- Oversee, monitor and evaluate curriculum and learning-based programs at each year level, inclusive of:
  - Year 7 Induction Program
  - Year 10 Pathways Program
  - Year 10 Aspire & Endeavour Programs
  - Year-Level Study Skills and Masterclass Programs
- As a member of the Curriculum Leader team, support team members in the delivery of their respective portfolio responsibilities and utilise their expertise as part of the tasks outlined below.

#### Supporting Student Growth & Achievement

- Monitor students in each year level to identify those at academic risk and investigate appropriate support interventions.
- Work with various leaders, referring students to appropriate Tier 2 and 3 interventions.
- Support students through the Assessment Catchup process, monitoring attendance patterns.
- Meet with families of individual students to facilitate a collaborative approach to improving the learning outcomes of the child.
- Work collaboratively with the Learning Support Leaders to identify students with additional learning needs.
- As a member of the Junior, Middle or Senior Pathways Team, collaborate to identify students at risk, problem solve to design individual supports, and work as a team on year-level initiatives aiming to improve student learning and wellbeing.
- Communicate with families of each year level, providing information relating to learning & teaching programs and events.
- Identify patterns and opportunities to implement year-level programs or interventions that aim to support student learning.

#### Supporting teacher growth in effective pedagogies

- Together with the Deputy Principal - Learning & Teaching, and the Director of Learning and Teaching, collaborate in developing the vision for effective learning & teaching at the College.

## Position Description

Curriculum Leader (7&8) & (9 &10)

- Continuously engage in literature and research relating to best practices in teaching, inclusive of the MACS Vision for Instruction.
- Take part in the College Instructional Coaching program, either as a coach or coachee, to support the development of teacher instructional practice.
- Support individual teachers to implement best practice pedagogies through modelling, attendance at professional development or individual goal setting.
- Work collaboratively to develop and deliver formal professional learning to teachers through staff meetings, workshops and Professional Learning days.

### Position Classification:

- Two Positions:
  - Curriculum Leader (7 & 8)
  - Curriculum Leader (9 & 10)
- Remuneration: As per VCEMEA
- Position of Leadership: POL 4
- Tenure: Term 2 2026 (or earlier by negotiation) – 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.

## Position Description

Curriculum Leader (7&8) & (9 &10)

### 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.
- 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.