



Position Description

Position Title	Year 7-12 Curriculum Leader Assistant
Department	Secondary Years
Reports to	Head of Teaching & Learning Innovation
Direct Reports	N/A
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The position of Curriculum Leader Assistant will work in close partnership with the Curriculum Leader and teachers to maximise student learning within the Key Learning Area for Years 7-12.</p> <p>The Curriculum Leader Assistant will assist the Curriculum Leader to deliver the content and continuity of learning experiences for students; the delivery of best quality programs, teaching and learning activities and the achievement of student outcomes from Years 7-12 within the KLA.</p> <p>Working under the broad supervision of the Head of Teaching & Learning Innovation, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p> <p>The main objectives of the Curriculum Leader Assistant are:</p> <ol style="list-style-type: none"> 1. Leadership and management of Yr 7-12 Key Learning Area teachers 2. Development, provision and evaluation of Key Learning Area curriculum 3. Evaluation and measurement of student work and accompanying procedures 4. Support for teachers in the development and implementation of excellent pedagogical practices 5. Management of Key Learning Area resources 6. Communication with parents/students
Key Accountabilities	<p>Leadership and management of Year 7-12 Key Learning Area teachers.</p> <ul style="list-style-type: none"> • Foster and contribute to collaborative working relationships with Key Learning Area teachers to improve quality of curriculum delivery. • Provide professional leadership through example and keeping abreast of educational issues and developments. • Regularly consult with the Curriculum Leader regarding work programs, units of work, assessment, planning and other matters of significance to the KLA <p>Development, provision and evaluation of Key Learning Area curriculum.</p> <ul style="list-style-type: none"> • Interpret syllabuses and other external curriculum documents within the goals of the College. • Assist the Curriculum Leader to ensure the curriculum meets requirements set down by authorising bodies e.g. LEQ, QCAA, ACARA, IB.



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- Work collaboratively with teachers to design, develop and document work programs and units of work in the Key Learning Area including cross curricular elements e.g. numeracy, literacy, ICT.
- Work collaboratively with teachers to design and deliver developmentally appropriate curriculum.
- Assist the Curriculum Leader to ensure prompt dissemination of information to students and Curriculum Coordinators at the commencement of each semester concerning:
 - Course outlines
 - Assessment schedules
 - Assessment criteria
- Assist the Curriculum Leader in a process of ongoing evaluation of the curriculum, work programs and assessment practices, ensuring that account is taken of current research on learning technologies, teaching practice, learning styles and strategies

Evaluation and measurement of student work and accompanying procedures.

- Assist the Curriculum Leader to organise and supervise the assessment programs of student work, including special consideration procedures, internal moderation, QCAA exit procedures.
- Develop strong approaches to diagnostic assessment of student work and identification of assessment trends.
- Maintain a comprehensive knowledge of expectations of student performance and learning outcomes as indicated by State and National assessment measures.
- Encourage teachers to use student performance data when developing teaching and learning activities, programs and assessment tasks.
- Assist the Curriculum Leader with the collection and maintenance of records of student academic achievements both within the Key Learning Area and for central records according to College directives.
- Ensure that teachers store all student work in individual student folios and make these available when required.
- Encourage the development of a wide variety of assessment instruments to enable students to demonstrate their knowledge and understanding.
- Assist the Curriculum Leader with moderation of student assessment to ensure consistency of teacher judgement in collaboration with subject teachers.
- Assist the Curriculum Leader to prepare moderation and verification folios, determining Levels of Achievement and placement of students always in collaboration with subject teachers.
- Assist the Curriculum Leader with internal and external assessment items and content inclusive of endorsement and confirmation processes for QCE, always in collaboration with subject teachers.
- Assist the Curriculum Leader with ensuring that records of student results are inputted into the required database by due dates.
- Meet record keeping, reporting and student profiling expectations and deadlines



Support for teachers in the development and implementation of excellent pedagogical practices.

- Encourage initiative, innovation and ownership by teachers.
- Mentor and supervise teachers to ensure high standards of classroom practice and curriculum delivery are met.
- Communicate regularly with teachers to ensure that they follow a coherent and consistent approach in their teaching and assessment of student work.
- Provide feedback to teachers on their teaching performance and assist them with classroom strategies, organisation and control when required.
- Encourage approaches to learning that take account of different learning styles, the range of ability levels and interests of students.
- Support teachers in the effective integration of ICT.
- Work closely and collaboratively with Exceptional Learners teachers.
- Encourage teachers to keep abreast of relevant research and development.
- Encourage collaborative development of learning and teaching resources including units of work.

Management of Key Learning Area Resources.

- Assist teachers in collecting information to facilitate the organisation of excursions, competitions and other educational activities.
- Assist the Curriculum Leader to provide information regarding the Key Learning Area for preparation of handbooks and the College's Learning Management System.
- Assist the Curriculum Leader with the formulation of booklists and the ordering of resources in conjunction with the teachers at each level.

Communication with parents and students.

- Provide advice to parents, teachers and students regarding academic issues including special provision always in liaison with the Curriculum Leader and Curriculum Coordinators.

Other responsibilities.

- Teaching classes as required.
- Be a Form class teacher.
- Set a good example of Christian living in the College and model Christian values other others in professional and personal life.
- Participate in professional association activities and consider positions within the QCE system.
- Perform any other duties as delegated by the Curriculum Leader, Head of Teaching and Learning Innovation, and/or Head of College.



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	<p>Undertake administrative processes and other tasks as directed for the effective achievement of College outcomes; ensure that all College policies and procedures, such as financial management, occupational health and safety, and conduct are complied with.</p>
<p>Key Relationships</p>	<p>Internal:. Head of College, Senior and Corporate Leadership teams, Heads of Department</p>
<p>Committee Membership</p>	<p>Subject meetings as required</p>
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>SC1 – Knowledge, skills and abilities.</p> <ul style="list-style-type: none"> • Strong understanding of Lutheran Education frameworks, QCAA, IB syllabus, and Australian Curriculum developments. • Demonstrated expertise in pedagogical models for Junior and Senior School students. • Proven ability in curriculum development, evaluation, and implementing effective teaching methodologies. • Skilled in mentoring teachers, leading professional development, and managing curriculum change. • Effective communicator with parents, students, and colleagues, fostering positive relationships. • High level of computer literacy and adaptability to new technologies and professional learning. • Committed to Lutheran Education ethos, modelling Christian values and integrity in professional and personal life. • Collaborative team player with initiative, flexibility, and capacity to adapt to changing environments. <p>SC2 – Demonstrated teaching experience with the capacity to initiate improvement in teaching, learning, and classroom practice.</p> <ul style="list-style-type: none"> • Demonstrate substantial knowledge of 7-12 curriculum, teaching and learning that is supported by a foundation of academic and professional expertise.



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	<p>SC3 – Demonstrated knowledge of curriculum, assessment and student welfare with the ability to lead and design quality, inclusive teaching and learning programs.</p> <ul style="list-style-type: none"> Demonstrate the capacity to achieve educational objectives of the College particularly pertaining to 7-12 Curriculum. <p>SC4 – Demonstrated educational leadership and management skills to build capacity and manage the performance of individuals and teams.</p> <ul style="list-style-type: none"> Demonstrate the ability to work collaboratively within a team structure to support and encourage individuals' professional growth. <p>SC5 – Demonstrated ability to communicate with influence and manage relationships.</p> <ul style="list-style-type: none"> Demonstrate strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community. <p>SC6 – Demonstrate ability to manage resources to support teaching and learning.</p> <ul style="list-style-type: none"> Capacity to effectively manage human, financial, and physical resources to deliver high quality organisational outcomes. <p>SC7 – Personal capabilities</p> <ul style="list-style-type: none"> Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. <p>SC8 – Christian Ethos</p> <ul style="list-style-type: none"> An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details	
Position Status	Tenured
Classification	Positions of Added Responsibility (PAR) - Schedule 7
Annual Salary	CL6 – CL 1 Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068 Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.



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Professional Behaviours	<p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
Other Relevant Information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p>



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	The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

17 March 2026