



ROLE DESCRIPTION

POSITION	
ROLE TITLE	Director Curriculum
REPORTS TO	Principal through the Deputy Principal
DIRECT REPORTS	Diverse Learning, Administration Coordinator, Careers/VET Advisor
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Full-time
ALLOWANCES	Coordinator: Level 3 Allowance in accordance with the NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023 and Marist Schools Australia
PRIMARY PURPOSE OF THE ROLE	The Director of Curriculum leads and implements the delivery of the NESA curriculum ensuring all syllabus, assessment and reporting requirements are met. This includes curriculum renewal and evaluation to meet the diverse learning needs and academic excellence for all students. The Director of Curriculum has a strong commitment to education and ensures quality teaching and learning is a focus for all staff and students. This role fosters an exceptional and thriving learning community and provides strategic direction and leadership to a large and vibrant College Community. The Director of Curriculum will report to the Principal and be a member of the College Executive team. He/she will work collaboratively with the Curriculum Team, the Faculty Coordinators and the librarian, ensuring all curriculum requirements are met. The Director of Curriculum is responsible for leading, managing, supporting, organising and implementing curriculum and timetable related matters across Years 7-12. The Director of Curriculum will be an exceptional educational leader with a passion for learning, teaching and organization. He/she will have experience of leadership as well as appropriate qualifications, be an excellent communicator and team player with strong interpersonal skills and a breadth of experience in computer technology usage. The Director of Curriculum is a member of the College Executive. Central to this role is to support the Executive Team in fostering excellence in teaching and

	learning as commensurate to the College's Vision for Learning - Inspiring Minds, Hearts and Spirits.
SPECIAL REQUIREMENTS	The nature of this position is such that the Faculty Coordinator will be required outside the "normal" office /College hours to support the College Executive in various forums and to attend meetings and presentations whenever necessary. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	• Actively supports a child safeguarding culture to the highest standards • Complies with: ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff • Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; • Maintains a commitment to improve services and pursue excellence continuously • Seeks opportunities for professional development. • Active participation in the co-curricular life of the College.

KEY ROLE RESPONSIBILITIES	
A MEMBER OF THE EXECUTIVE IN THE CATHOLIC COMMUNITY WILL:	• Actively works to promote the mission and life of the Catholic Church • Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. • Give personal witness to Gospel values through word and action. • Promote the philosophy and goals of Catholic education and practice in the Marist tradition. • Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. • Have a pastoral concern for individual students and staff.
DUTIES AND RESONSIBILITIES	• Lead education, curriculum development, learning theory and practice. • High level communication with parents, staff and students about the College's Mission and Vision, Strategic Directions, Vision for Learning and achievements in teaching and learning. • Lead, develop, implement and evaluate structures, policies, processes and systems to enable the College to bring to life its vision and strategic directions and to continually imagine new realities. • Liaise regularly with the Director of Learning and Teaching on all matters pertaining to the curriculum of the College. • Lead in collaboration with the Director of Learning and Teaching in the work of the Faculty Coordinators within the College in particular the management of timetabling and classes, course administration and teacher placement. • Collaborate with the College Executive in the development, execution and evaluation of Annual Improvement Plans (AIPS) and associated strategic projects. • Lead curriculum innovation and change ensuring all courses are taught as per NESA syllabus requirements. • Lead staff in the development of assessment practices in line with NESA requirements.

- Ensure appropriate documentation and information is accessible for all staff.
- Liaise regularly with the Director of Learning and Teaching on all matters pertaining to the curriculum of the College.
- Review the Curriculum regularly and formulate future planning in consultation with staff.
- Lead the development and generation of
 - Placement of students and new students into classes.
 - Placement of year 7 students classes.
 - Updating class lists.
 - Printing of Semester Reports.
 - Student records: personal information, records of grades, courses studied in the school administration system and other external databases.
- Lead and collaborate with the Director of Learning and Teaching regarding NESA compliance.
- Responsibility for leading ongoing improvement in student outcomes.
- Coordinate the schedules of assessment in Years 7 to Year 12 courses.
- Implement procedures to ensure that the recording and reporting of student academic progress is adequately and appropriately completed.
- Organise Parent-Teacher interviews for Year 7 - 12 students each semester.
- Organise and facilitate Curriculum Information sessions for students and parents/carers.
- Organise the mid-year and end-of-the-year academic awards.
- Be responsible for the production of ATAR estimates.
- Create and coordinate the production of the College Timetable Years 7-12.
- Liaise with NESA on administrative matters.
- Coordinate the HSC Marking application process.
- Collaborate with the Careers Adviser on matters concerning students.
- Collaborate with the Diverse Learning Coordinator to meet the learning needs of all students.
- Liaise with the Deputy Principal and Director of Students on a regular basis to coordinate the pastoral and academic spheres of College life.
- Manage educational excursions and incursions.
- Assist with the planning and leadership of staff meetings and staff professional learning days.
- Collaborate with Faculty Coordinators to ensure that booklists are appropriately developed to meet the needs of the curriculum.
- Collaborate with and support the Administration Coordinator in organising 'subs' for teacher relief, exam timetables and supervision, yard duty rosters, Coordination of Excursions and Incursions and meeting schedules.
- Contribute regularly to College Newsletter and Publications.
- Lead in collaboration with House and Faculty Coordinators the process of subject selection at all levels.
- Coordinate and approve course changes for students.
- Coordinate Disability Provisions and Illness and Misadventure provisions for exams
- Manage the curriculum requirements of Student Attendance Exemptions
- Counsel individual students on programs of study when required.
- Manage student assessment appeals.

SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including ● Synergetic ● Seqta ● Consent2Go ● ESS ● IDEAGEN ● Google	
ORGANISATION AND OPERATIONS	● Ensure compliance with the WHS Act 2011 and its regulations including: ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Faculty Coordinator within reporting guidelines. ○ Wear protective clothing or use equipment in the manner intended (where required). ○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). ○ Ensure that all students, staff, contractors and volunteers under the direction and control receive adequate instruction for the safe and efficient performance of their role and duties. ○ Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the relevant Faculty Coordinator, Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Faculty Coordinator or Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. ● Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. ● Work Cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. ● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. ● Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team and to carrying out multiple tasks or projects where relevant. ● Undertake all other duties as directed in line with the employees skill, competence and training.	
KEY RELATIONSHIPS	INTERNAL ● Teaching and Support Staff ● Students	EXTERNAL ● Parents ● NESA ● Marist Schools Australia

PERSON SPECIFICATIONS	
QUALIFICATIONS, SKILLS AND ABILITIES	ESSENTIAL • Relevant Tertiary Qualifications • A commitment to Catholic education and a desire to enliven the Marist tradition of the College. • An active member of a Catholic Eucharistic community. • Post-graduate qualification in curriculum/pedagogy or educational leadership preferred and a commitment to ongoing personal and professional learning. • The ability to facilitate effective change and develop high quality policies and procedures to support initiatives. • Effective management and organisational skills and administrative experience. • Excellent interpersonal and facilitation skills, including collaborative planning, communication, negotiation and conflict resolution skills. • A commitment to personal and professional development and a willingness to undertake relevant postgraduate studies • Effectiveness of following through with initiatives • A capacity to motivate, enthuse and lead staff in fulfilling their duties. • Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of Red Bend Catholic College • Strong understanding of curriculum and educational standards • Applicants must meet or be working towards the criteria for Accreditation to 'Work and Teach' in a MSA school. (Category C level) DESIRABLE • Middle Leadership experience • Experience in Tinetabler, SEQT and Synergetic is desirable
STATUTORY REQUIREMENTS	• NSW Working with Children Check • NESA Teacher Accreditation
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability