



CREST EDUCATION LIMITED POSITION DESCRIPTION

Job Title	Curriculum Leader	Date	July 2024
		Employment Basis	Position of Responsibility
Location	Hillcrest Primary, Hillcrest Secondary (7-10), Rivercrest Primary, Rivercrest Middle Years	Reports to (title):	Head of Campus (various locations) Deputy Heads of Campus (various locations)

Approved by	Deputy Principal – Campus Operations and Deputy Principal – Learning and Teaching
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POSITION PURPOSE

To support the mission and ethos of CREST Education by fostering a positive, engaging, and inclusive learning environment for students, the Curriculum Leader is responsible for the effective leadership, design and delivery of the relevant curriculum and associated pedagogy. This role leads and fosters a positive and collaborative team environment focused on outcomes for the learner.

The Curriculum Leader will also drive curriculum review, planning and development and set professional standards for learning and teaching within the relevant Faculty.

The Curriculum Leader will also contribute to building an educational setting that is nurturing and compassionate focused, where every student is able to develop their independence, initiative, learning and are faith connected. Collaborating with other Leaders to contribute to a strong collegial culture where teachers have a shared commitment to improvement and open to feedback from others.

CREST Education has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the CREST has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

WORKING RELATIONSHIPS

Heads of Campus; Deputy Heads; Deputy Principal, Campus Operations; Deputy Principal, Learning & Teaching; Deputy Principal, Staff & Students; Director of Primary/Secondary Learning & Teaching; Director of Learning Diversity; Director of Wellbeing & Students Services; CREST Teacher population; Psychologists; Chaplains; Nurses

Acknowledging the key relationships, the Curriculum Leader will engage proactively with key staff across Campus and CREST.

KEY RESULT AREA	MAJOR ACTIVITIES
Staff Leadership	Ensure active collaboration with staff to develop, modify and implement curriculum and aligned programs.

KEY RESULT AREA	MAJOR ACTIVITIES
	• Monitor and facilitate the development of professional learning opportunities for staff within the faculty. • Facilitate purposeful and engaged faculty meetings, ensuring participation and collegial behaviours. • Support and guide faculty staff with the planning, development and evaluation of their programs. • Utilise the talent of Faculty members and provides them with opportunities for professional growth through the induction of staff new to the Faculty and coaching and mentoring. • Oversee the placement and growth of student teachers.
Curriculum Leadership	• Ensure the development and implementation of curriculum through encouraging collaborative engagement with staff. • Providing leadership by overseeing the development and direction of the curriculum aligned to CREST's Learning and Teaching framework. • Ensuring the currency and effectiveness of curriculum documentation for all members of the Faculty. • Ensuring that all staff have access to online curriculum material. • Ensuring that student performance data is appropriately analysed and used to inform learning and teaching. • Providing leadership in resolving issues and concerns relating to curriculum and pedagogy. • Exploring and evaluating emerging technologies to enhance curriculum development and delivery, students' learning opportunities and their experience of the subject. • Ensuring the Faculty complies with relevant curriculum accreditation requirements. • Engage staff and students in relevant competitions, exhibitions, and other events, both internally and externally. • Maintain high levels of practice and accountability through regular review of programs, lesson plans, assessment data, course outlines and documentation.
Pedagogical Leadership	• Ensure effective learning by students through providing guidance to staff on appropriate teaching methodology and suitability of curriculum material and textbooks. • Proactively foster the development of a cohesive, student-focused learning and teaching culture. • Developing strategies to ensure consistent application of the curriculum across parallel classes at each year level. • Oversight of assessments, including examinations and tests for each year level to ensure quality control and a scope and sequence of skills to be assessed. • Facilitating regular and well-structured team meetings that ensure teachers are aware of particular needs of individuals and groups, and plan strategies to meet the needs, challenges and opportunities.

KEY RESULT AREA	MAJOR ACTIVITIES
	Collaborating with the Learning Diversity staff to ensure student needs are met.
Administrative Support	- Regularly engage through faculty team meetings. - In consultation with the Head of Campus and Deputy Heads, prepare annual budget submissions, including capital resources. - Monitor expenditure to ensure alignment with budget. - Where required, ensure appropriate and safe control and storage of resources, including hazardous material. - Collaborating with the College Leadership Team in staff selection, deployment and timetabling. - In consultation with the Head of Campus, research and apply for grants to support resource and positive learning outcomes. - Effectively communicate with staff, students and parents as to course availability to specific year levels, including any prerequisite criteria. - Ensure all subject reports, descriptions and task weightings are accurate and up to date. - In collaboration with other key internal stakeholders, develop examination papers, publications, report blurbs, student handbooks and course outlines. - Ensure that work is set due to the absence of a faculty member. - Liaise with the Daily Organiser and Deputy Heads of Campus when organising excursions to ensure that appropriate procedures are followed. - Promote the faculty via presentations, information evenings liaising with parents, and providing extra-curricular activities.
Capabilities	- Proven ability to effectively communicate and develop sound professional relationships. - Create and establish high performing teams within a specific faculty. - A high degree of emotional intelligence to enable self reflection and lead in a manner that builds capability. - Work collaboratively and collegiately across Campus and CREST.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Lived Christian faith and comfortable as a spiritual leader.
- Leadership, inspiring and ability to build capability for others to achieve.
- High level verbal and written communication and listening skills.
- Resilience and resourcefulness
- Culturally aware and inclusive

Our Leadership Capabilities.

The CREST Education leadership capabilities describe the specific knowledge, skills, attributes and behaviours required for future success to help CREST achieve our goals. They are non-technical in nature and are those common aspects applicable to our leadership that describe not what we do, but rather, how we do it. Our capabilities are informed by our purpose and strategic direction.

The capabilities are leveraged from the Future Leadership Capability Framework which is based on 25 years of international research findings and framework development.



Emotional Awareness

The capacity to recognise, comprehend, utilise and regulate emotional information across situations, and to handle interpersonal relationships judiciously and empathetically.



Engagement & Culture

Engages stakeholders inclusively with sensitivity and regard for diversity and facilitates a psychologically safe environment for social or cultural differences affecting behaviour.



Building Capability

Anticipates future workplace skills and requirements and builds capability personally and across the organisation.



Learning & Growth

Adopts a growth mindset and is motivated to continuously develop one's own knowledge, skills, personal attributes through continued learning.



Adaptability

Demonstrating positivity, curiosity, resilience and the ability to pivot when confronted with change, pressure, adversity and disruption. Anticipates and enhances organisation's capacity to respond quickly to strategic environmental, social and corporate challenges and opportunities.



Direction & Purpose

Leads transformational processes, motivates teams, and influences commitment to a shared purpose that individuals and the workforce will require to enable sustained organisational success. Builds and promotes a culture underpinning the vision, purpose and values the organisation aspires to achieve.