



POSITION DESCRIPTION

Title:	Curriculum Leader
Reports to:	Principal through the Deputy Principal: Learning and Teaching
Date:	2019
POL:	POL 3

Reflecting the ideals and values of FCJ education, Genazzano aims to promote the spiritual, moral and intellectual formation of its students so that they develop into Catholic women of faith, strength, ability and knowledge to provide leadership in the broader community. The Vision and Mission Statement describes the Genazzano graduate as a young woman with a passion for life, a love of learning and the courage and confidence to serve others. Other features identified include a quality religious education, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

The professional environment for staff at Genazzano FCJ College emphasizes innovation, the importance of life-long learning and quality relationships between staff, students and parents.

EXPECTATIONS OF STAFF IN A 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*.

NATURE OF THE ROLE

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 of the College, the leader stimulates the members of the Curriculum Area to more creative and effective 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.

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 curriculum design process for the Curriculum Area.
- With the support of the Director 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 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 Curriculum Committee 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 Learning Enhancement Leader to ensure specific learning needs of students are supported within the classroom
- 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 and the Victorian Curriculum and Assessment Authority
- 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:

- Devise procedures for feedback and reporting to ensure consistency across the Curriculum Area
- 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: Learning and Teaching
- 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

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 Curriculum Committee 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 Heads of School 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 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: Learning and Teaching
- Report to the school community via the Student Bulletin, College Newsletter, Gen-Narrations, GenConnect, social media and the College Yearbook
- Support the Director of Development and Marketing and Communications Manager in the promotion of the College
- Liaise closely with the Director of School Administration to ensure all curriculum events are well organised and run smoothly
- Submit dates for the following year's calendar to the Director of School Administration
- 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

ACCOUNTABILITY

- The Curriculum Leader is responsible to the Principal through the Deputy Principal: Learning and Teaching
- He/she will set annual goals for the Curriculum Area relating to curriculum provision, standards, students and staff and submit to the Deputy Principal: Learning and Teaching
- 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: Learning and Teaching
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer.

TERM OF APPOINTMENT

- One Year