



POSITION DESCRIPTION: Head of Curriculum (Prep - Year 6) / IB Coordinator ELC – 6

Title:	Head of Curriculum (Prep – Year 6) / IB Coordinator ELC – 6
Reports to:	Principal through the Dean of Teaching and Learning, Dean of Junior School and Deputy Principals
Date:	2022
POL:	POL 4
Tenure:	2 Years

Genazzano FCJ College is a high performing Catholic day and boarding school beginning with the Early Learning Centre (co-educational 3 and 4-year-old kindergarten) and girls only education from Preparatory to Year 12.

Reflecting the ideals and values of FCJ education, Genazzano FCJ College aims to promote the spiritual, moral and academic formation of its students. 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 lead and serve others. It also identifies an excellent academic program, a quality religious education program, an intensive co-curriculum and an active engagement with issues of social justice as the means by which this vision can be achieved.

All Leaders at Genazzano FCJ College must support and build Catholic identity, articulate vision and direction, use 'big-picture' understanding to think and plan strategically, apply intelligence and wisdom to decision making, foster a growth-promoting workplace, guide and mentor others, are committed to continuous improvement, deliver high quality results, deal effectively with change, facilitate positive and collaborative relationships, communicate skilfully and inspire others.

The Head of Curriculum (Prep - Year 6) takes responsibility for the overall planning, implementation and evaluation of teaching and learning programs across the Junior School. He/she will work closely with the Dean of Junior School and the Junior Team leaders in order to foster improvement, innovation and excellence in curriculum and its delivery. As per the Strategic Plan, the role is designed to build the capacity of staff and students to work as a team with a whole-school approach to supporting and enabling the learning of every student within the learning community. This position will work in collaboration with teams that research, trial and embed a range of contemporary pedagogies and learning models that increase opportunities for project-based, cross-curricular, cross-age and differentiated learning to ensure growth and progress for every student.

EXPECTATIONS OF TEACHERS IN 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.

** NOTE: As this position falls within the new leadership structure, the applicant would need to be flexible and understand that the changing nature of the role and school will be paramount in the evolution of the role. This duty statement will be reviewed and refined as required and in collaboration with staff members. This role description will be developed further to utilise the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.*

The Role:

1. Lead the College's academic Prep to Year 6, articulating a clear, strong vision for academic excellence and student wellbeing
2. Inspire and encourage the College community to have high expectations and value excellence
3. Share responsibility for College strategic planning and the continued implementation of the priorities established through the School Improvement Plan (SIP) and Annual Action Plan (AAP)
4. International Baccalaureate (IB) Coordinator for the Primary Years Programme (PYP)

Key Responsibilities and Duties are to:

1. Ensure the implementation of the requirements of the IB Primary Years Programme as described in the IB standards and Practices and in the document PYP: Principles into practice
2. Ensure that collaborative planning and reflection addresses the requirements of the PYP.
3. Provide feedback to the school leadership on the ongoing development and sustainability of the PYP
4. Provide a point of communication between the IB and the school in all matters pertaining to the implementation of the PYP.
5. Oversee the regular review of all curriculum documentation, including the Units of Inquiry in accordance with the requirements of the Australian Curriculum and any external agencies (e.g. IBO)
6. Coordinate the assessment process to ensure accurate and meaningful , relevant records of student progress and provision of relevant and helpful feedback on learning in classrooms and online platforms.
7. Oversee and coordinate the reporting requirements for Campus, in alignment with the PYP, and the Australian National Curriculum
8. Provide professional support through collaborative teaching
9. Ensure a comprehensive case management approach is implemented in relation to student wellbeing in collaboration with the Head of Wellbeing ELC-12 and Team Leaders
10. Oversee and coordinate the reporting requirements for Naplan, in consultation with the Head of Curriculum 7-12 and Dean of Teaching & Learning

Planning and Communication:

- Maintain communication with staff, students and parents,
- Oversee relevant budgets and ensure appropriate stewardship of resources
- Contribute effectively to policy and procedures development

Other Duties:

- Play an active role in College events
- Provide advice and support to staff in professional and work-related areas
- Play an active role in the evaluation of the effectiveness of College programs, identify strategies for improvement and facilitate appropriate change

Accountability:

- The Head of Curriculum is a member of the Teaching and Learning Team
- The Head of Curriculum is accountable to the Principal through the Dean of Junior School
- The Head of Curriculum will prepare and provide for the Principal an Annual Report with supporting statements and evidence, including critical evaluation of goals

Additional Information:

- Involvement in co-curricular programs of the College is expected
- Undertake other duties as required by the Principal from time to time