



St Aidan's Anglican Girls' School

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Position Description	Curriculum Leader
Reports to	Learning Area Leader
Key Liaisons	Dean of Studies, Dean of Professional Practice, Subject Teachers
Last Updated	August 2022

Vision, Mission and Values

Our Vision

St Aidan's nurtures each student's personal aspirations within a vibrant learner-centred community.

Our Mission

St Aidan's strives to provide excellence in education, in a caring, friendly environment, where each individual, nurtured and shaped by the values of the Christian Faith, has the opportunity to achieve her full potential and to develop a passion for life and for learning.

Our Values

Our focus is to develop and promote authentic, caring, confident, creative and connected women who value reason, imagination, truth, compassion and responsibility.

Position Overview

To provide, under the direction of the Learning Area Leader (LAL) and in a manner which is in harmony with the philosophy of the school as espoused by the Sisters of the Sacred Advent and the School Council, efficient and effective leadership in:

- a. The development and implementation of quality teaching and learning programs in the subject area.
- b. Curriculum, assessment, pedagogy and reporting within the subject area.

The position of Curriculum Leader is equivalent to a middle management position in the organisational structure. The Curriculum Leader has responsibility for the curricular and cocurricular activities, for the learning/teaching process, for the administration and the academic progress of students within the subject area.

Responsibilities and Accountabilities

The development and implementation of quality teaching and learning programs in the subject area:

- Implement syllabus requirements within the framework of the aims of education at St Aidan's and the requirements of the QCAA and Australian Curriculum syllabuses
- Ensure the prompt dissemination of information to LAL's, students and parents concerning statements of aims, course outlines, programs of assessment schedules and criteria for assessment at the commencement of the term/semester.
- Monitor regularly the academic progress of students studying units in the subject area and inform LAL about matters of note or concern.

- Work collaboratively with the LAL to support and ensure the implementation of whole school improvement initiatives.
- Meet with the Dean of Studies regarding analysis and discussion of ATAR and/or NAPLAN data and formulate improvement strategy.
- Model support for the extracurricular, spiritual life and pastoral care/camp/conference/House programs.

Curriculum and Pedagogy within the subject area

- Demonstrate leadership and encourage collaborative practices to achieve the following standards and outcomes:
 - Prepare and ensure that programs are implemented and have clearly established specific statements of aims and objectives for each year level and subject/s.
 - Prepare assessment items and guide other teachers in the subject area in the preparation of assessment.
 - Implement quality assurance of assessment to ensure agreed criteria and that appropriate standards are maintained.
 - Manage all QCAA processes relevant to the subject area in liaison with the Dean of Studies.
 - Use, analyse and reflect on student data to monitor academic progress and report at-risk students to the LAL and Dean of Studies.
 - Record student academic achievement in a format, consistent with School requirements.
 - Oversee provision of results for Academic Awards Assemblies and other events as required.
 - Attend Learning Area meetings as scheduled and lead subject area meetings within these, as appropriate.
 - Make presentations about the subject at Subject Information Evenings for students and other events as required.
 - Ensure appropriate storage of student work.
 - Ensure curriculum outlines are provided to the Dean of Studies for inclusion in subject handbooks.
- Collaborate with subject area teachers on assessment, resources and equipment for the year levels they are teaching.
- Lead and support the formation of subject specific enrichment activities such as involvement in external competitions.
- Model quality teaching practices and encourage others in the pursuit of excellence in the classroom.
- Provide advice to teachers as required with regard to issues of effective pedagogy in the subject area, such as the use of technology and modification of tasks for students who are EALD, Students with Additional Needs (SWAN Students) or Gifted and Talented.
- Provide advice and support in and out of class to assist pre-service teachers when supervising practicum.
- Encourage the collaborative development of learning/teaching resources (including units of work).
- In order to utilise staff expertise, recommend to the Learning Area Leader the allocation of teachers to classes as part of the timetable development process.
- When external professionals are used to lead classes and professional development activities, Curriculum Leaders ensure this complies with the policies and practices of the school.

- Ensure excursions are enriching experiences, with risk management appropriately completed and approved, and in keeping with the school's policy.
- Assist the LAL to arrange suitable work for classes when absent learning area staff has been unable to do so.
- Facilitate communication between learning area staff and parents/guardians on learning area related issues in a timely manner and keep the LAL informed.
- Contribute to the development of the curriculum area through reporting on participation in conferences, working parties and committees.
- Provide LAL with suitable parent and year level newsletter articles, as appropriate.

Commitment to safety, welfare and wellbeing of students

- Be informed of responsibilities in relation to student protection, including but not limited to, attending all mandatory Student Protection training and being familiar with relevant school policies.
- Follow all legislative requirements and school policies relating to student protection.
- Wear staff name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other).

Commitment to Work Health and Safety

- Report any hazards or potential hazards immediately. Eliminate or isolate the hazard if it is safe to do so.
- Report any accidents involving students, staff or visitors.
- Cooperate in any emergency drills and safety audits.
- Undertake Work Health and Safety training as required.
- Follow all safety policies, procedures and instructions.
- Lodge risk assessments for all external and internal risk activities.
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards for example electrical appliances to be tagged and tested before use.

General

- Participate in the performance review process.
- Participate in staff meetings, mandatory training and professional development as required.
- Other relevant and reasonable duties as required.

This position involves working with children. All position holders will be subject to a gaining and maintaining satisfactory employment screening for child related employment in accordance with legislation and school policies.