



St Mary's College, IPSWICH

Middle Leadership Position Role Description 2018 – 2020

Effective January 2018

Position:	Curriculum Leader – Humanities and Social Science
Tier:	3
Units/Weekly Time Release:	6 units/6 hours
Annual allowance:	As per the Award
Flexible Hours:	to be determined in consultation with Middle Leaders

This position statement documents ways in which a Curriculum Leader may enact their role and is to be read in conjunction with the document entitled Role Description – Teacher which is the overarching Role Description for all Teachers within Catholic Education Archdiocese of Brisbane.

POSITION TITLE

Curriculum Leader – Humanities and Social Science

PURPOSE OF POSITION

The role of the Curriculum Leader is to support the mission of the College through leadership of the learning and teaching program. Leading Learning involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed and implemented at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decisions; developing appropriate partnerships within and outside of the College; and prudently administering available resources.

RESPONSIBILITIES

The Curriculum Leader Humanities and Social Science is responsible for:

- the leadership of designated curriculum area(s) taught in the College
- the Coordination of any VET program which falls under the Curriculum area. To work collaboratively with the VET Curriculum Leader to coordinate the delivery and VQF Compliance of the qualification
- Additional information about these responsibilities will be documented for the role holder
- the application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the area(s) of curriculum responsibility
- leading of teachers engaged in the area(s) of curriculum responsibility
- induction of new teachers within the area(s) of curriculum responsibility (or supervision of induction where it is undertaken by another experienced teacher), pastoral care of staff engaged in the designated area(s) of curriculum responsibility
- other appropriate duties as required by the Principal and consistent with the level of expertise indicated above
- Leading the implementation of initiatives within their curriculum areas identified as part of

the Excellent Learning and Teaching Strategy

ATTRIBUTES

The Curriculum Leader Humanities and Social Science will demonstrate the following:

- a clear vision of and support for the College's mission and its underlying values and ethos
- leadership capacity which incorporates a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- success as a classroom teacher
- an appropriate level of professional qualification both formal and informal and/or relevant experience
- professional activity through membership of professional associations and on-going professional development
- empathy with young people and an ability to relate positively with them

TYPICAL DUTIES

Religious Leadership

- Maintaining and strengthening the ethos and philosophy of the College
- Developing programs to support and enhance our Catholic Ethos, Christian Values and Mercy Traditions

Educative Leadership

- Demonstrating exemplary teaching practice
- Recognising and catering for the education of girls, catering for diversity
- Demonstrating a thorough understanding of the syllabus requirements for all relevant subjects as well as understanding current trends in education
- Being conversant with the state and federal directives in the relevant curriculum areas, in particular the Australian Curriculum
- Adjusting and adapting curriculum and delivery to cater for a range and diversity of student needs
- Coordinating the development of work programs according to national, state and local requirements
- Ensuring literacy and numeracy are a focus in planning
- Embracing and planning for the integration of technology into the pedagogy to enhance the learning
- Inducting students into the College
- Liaising with Pastoral Care teachers, Pastoral Middle Leaders, College Leadership Team, Head of Teaching and Learning, VET and Pathways Curriculum Leader and Support Services to identify students at risk
- Responding to student issues within the department, including homework attitude and application. Communicating with relevant stakeholders

Relational Leadership

- Being a positive and proactive member of the Curriculum Team
- Promote a culture of collaboration
- Developing positive working relationships with and amongst your colleagues, and in

particular with members of their subject team

- Assisting and mentoring pre-service teachers
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice
- Monitor teacher performance through direct and indirect observation of teaching. Providing formal and informal feedback to teachers through coaching and mentoring
- Identify and respond to learning engagement and behaviour management issues
- Maintaining co-operative partnerships with staff in your department, via meetings and communication
- Liaising with the Guidance Counsellors and Support Teacher Inclusive Education, or possible outside agencies to support students and ensure inclusive practices
- Maintaining contact with parents through interviews, telephone and parent evenings
- Regularly communicating with stakeholders about issues and concern

Strategic Leadership

- Using data to inform planning and curriculum development
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions
- Keeping abreast of developments within the area of responsibility through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings
- Promoting Professional Development of staff
- Implementing the Assessment Policy
- Liaising with members of the College Leadership Team and Pastoral Team in development of the College Calendar
- Assisting with induction of new staff members
- Encouraging involvement with professional associations, including Panel membership.
- Promoting the curriculum areas under their responsibility to the students and the wider community, including regular newsletter and various other media, and at subject selection events

Organisational Leadership

- Attending regular Curriculum Team meetings
- Overseeing the preparation and implementation of study plans and other courses of study within the relevant subject areas, meeting all the requirements of the QCAA and other educational authorities
- Overseeing assessment
- Implementing measures to ensure consistency of teacher judgement
- Maintaining appropriate student records and a central department file, both electronic and paper based, with all relevant documents including work programs, assessment instruments and units of work
- Delegating tasks as necessary and/or appropriate

- Working closely with the College Leadership Team, to discuss matters pertaining to College morale, organisation and behaviour management
- Planning, maintaining, building and deploying resources
- Preparing and monitoring a budget
- Taking responsibility for textbooks, software, hardware and stationery requirements
- Overseeing planning of excursions and incursions that support curriculum objectives
- Taking responsibility for WHS issues as relevant to the activities undertaken by students
- Other duties as requested by the College Principal or delegate