



## Role Description

**Title:** Curriculum Coordinator

**School location:** Clifton

**Reports to:** Principal

**Classification:** Primary

**School name:** St Francis De Sales School

**Tenure:** Continuing, Full time

### 1.0 Purpose

The Curriculum Coordinator's role is to support the Principal in ensuring excellent teaching and learning in a faith-centered environment. The Curriculum Coordinator works in collaboration with the Principal and other senior leaders to develop and monitor the school's teaching and learning program.

The role holder assists the Principal in

- providing leadership and coordination in teaching and learning
- emphasising the centrality of teaching and learning in the life and work of the school
- providing leadership in any other areas delegated by the Principal.

### 2.0 Key result areas

#### 2.1 Religious leadership

2.1.1 Gives example of living a Christian life evidenced both in the school context and in a local community

2.1.2 Contributes to the spiritual formation of staff and students

#### 2.2 Educative leadership

2.2.1 Develops appropriate curriculum design and differentiation in line with national, state and local requirements

2.2.2 Ensures that appropriate pedagogies are understood and implemented at all levels

2.2.3 Promotes collective responsibility and accountability for student achievement and wellbeing

#### 2.3 Staff and community leadership

2.3.1 Develops an overall knowledge of the strengths and the needs of staff and organises appropriate professional learning which supports good practice and addresses prioritised needs

2.3.2 Engages in the efficient and effective management of staff and workplace practices

#### 2.4 Organisational leadership

2.4.1 Assists with consistent systems of evaluation and assessment and the collaborative interrogation of data to inform teaching and learning decisions

2.4.2 Prudently manages available resources

## 2.5 Strategic leadership

- 2.5.1 Promotes a systemic perspective in contributing to a culture of reflection, self-review and improvement
- 2.5.2 Facilitates quality change through strategic relationships and transparent processes

## 3.0 Statement of Responsibility

The primary role of the incumbent is the delegated responsibility to monitor and develop the school's teaching and learning.

- 3.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 3.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 3.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 3.4 While at work the role holder must
  - take reasonable care for his or her own health and safety
  - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
  - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 4.0 Functional Responsibilities

- 4.1 Assists the Principal in providing leadership of the school community
- 4.2 Provides leadership as part of an educational ministry and plays an essential role in the learning and development of students
- 4.3 Supports and develops staff through regular monitoring, professional learning, collaborative practices and enacting effective employee relations
- 4.4 Develops and maintains processes to manage physical and financial resources which effectively deliver the educative programs of the school
- 4.5 Works collaboratively and transparently in assisting with the creation of strategic plans and the allocation of resources to enact these

## 5.0 Authority Limits

Authority to carry out the responsibilities of the position is delegated by the Principal.

## 6.0 Reporting and other relationships

The Curriculum Coordinator is accountable to the Principal. Other important relationships exist with the school leadership team and TCSO staff.

## Curriculum Coordinator essential eligibility criteria

- A committed Christian with a strong commitment to Catholic education.
- Commitment to ongoing professional development relevant to the role.
- Current teacher registration with the Queensland College of Teachers

## Curriculum Coordinator selection criteria

### Religious leadership

Demonstrated ability to contribute to spiritual formation of staff and students and model such leadership through personal example.

### Educative leadership

Demonstrated ability in the development, implementation and monitoring of high-quality learning and teaching programs.

### Staff and community leadership

Demonstrated ability in the support and development of staff through regular monitoring, professional learning and enactment of effective employee relations.

### Organisational leadership

Demonstrated ability to develop and maintain processes to monitor and manage personnel, physical and financial resources to effectively deliver the priorities of the school.

### Strategic leadership

Demonstrated ability to collaboratively assist with the creation of strategic plans and the transparent allocation of resources to enact these.

This **role description** is the official TCS statement of expectations of the role-holder. It is drawn from the Leadership Framework and aligns with the TCS Recruitment and Selection Processes and with TCS Performance and Development Procedures.

The role description forms the basis of all performance management processes. The role description clarifies work functions and reporting relationships and helps employees to understand the scope of their role. Role descriptions are consistent across TCS for all persons within the same role group as an aid in maintaining consistent salary and performance structures.

Schools may, at their discretion, also create a **duties statement** as a localised document that may add to but not take from the role description. It provides the particular actions which describe what is to be done as core duties and responsibilities of the position. The duties statement may also include additional responsibilities as nominated by the principal.

Appointees who do not have at least six postgraduate units in one or more of Educational Leadership, Religious Education and/or qualifications relevant to the role in a Catholic context, will be supported in acquiring these through a professional learning plan.