



St Joseph's College, Toowoomba

Duty Statement - Curriculum Leader

Position Title – Curriculum Leader – Maths – Tier 3

Role Purpose – The Maths Curriculum Leader has responsibility for the leadership and oversight of the implementation of all relevant aspects of the Science curriculum across all levels from Years 7 – 12 at St Joseph's College. This role will require collaboration with all other members of the College Leadership Team but in particular working closely with the Assistant Principal – Curriculum and Senior and Middle School Learning Leaders.

In the performance of this role, the Maths Curriculum Leader will seek guidance from the Senior Leadership Team, actively support and operate within the framework set by the current Strategic Plan for the College.

This position requires a commitment to the leadership of the College and will require a wide range of skills particularly the ability to guide, mentor, direct or influence people in achieving collective objectives, developing, engaging and inspiring others; thinking clearly; delivering outcomes and building teams.

The Curriculum Leader is responsible for:

- The leadership of designated curriculum area(s) taught in the College.
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the area(s) of curriculum responsibility.
- Supervision 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).
- Leading staff in building meaningful relationships within which there are opportunities for personal growth for staff and students, based on encouragement, forgiveness and restorative justice.
- 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.

The Curriculum Leader will demonstrate the following:

- A clear vision of and support for the school's mission and its underlying values and ethos.
- Leadership capacity – 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, collaboration and collegiality.
- An appropriate level of professional qualification together with relevant experience and demonstrated expertise as a classroom teacher modelling best practice in planning, teaching, assessment and reporting.
- Empathy with young people and an ability to relate positively with them. Endeavouring to ensure that each child is known, cared for and individually monitored and challenged to grow, improve and develop through the mentor, house, discipline and welfare programs of the college.
- Professional activity through membership of professional associations and on-going professional development including participation in the St Joseph's College Professional Growth Plan process.

Typical Duties include the following:

- Lead, facilitate and manage the planning and implementation of a seamless curriculum for Years 7 – 12 within their subject area that aligns to the College curriculum plan and meets all Diocesan, state and national accountability requirements.
- Liaise with other curriculum leaders to ensure consistency of approach in the development of cross curricular skills.
- Manage the delegation of tasks amongst staff in their area and liaise with the Deputy Principal and Assistant Principal Curriculum with reference to staffing and timetable requirements.



- Lead, coordinate and support staff in the active implementation of pedagogical practices that are appropriate to their subject area within the context of the St Joseph's College Learning Community Framework and a co-educational school from the Edmund Rice tradition.
- Liaise with the eLearning Leader to integrate appropriate use of LMS CANVAS into department processes.
- Coordination of assessment, moderation and reporting programs, and the keeping of appropriate records.
- Keeping abreast of developments within the area of responsibility through on-going professional reading, research and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse on an individual and departmental basis through regular meetings. Supervising the quality of teacher practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teacher practice on pedagogical practices.
- Contributing to the leadership of the school through active participation in College leadership meetings.
- Implementation of parent information, network and support programs and conduct interviews with parents in all areas of concern.
- Liaising with the Middle Leader – Enhanced Learning to map and integrate extension and support programs for students in curriculum documents.
- Lead, develop and implement data driven strategies to monitor trends in student performance in collaboration with other leaders and assist staff to implement appropriate interventions to redress identified areas for development.
- Actively seek and disseminate information in relation to curriculum developments appropriate for the subject area (e.g ACARA / QCAA).
- Collate submissions required by the QCAA in consultation with the Assistant Principal - Curriculum.
- Manage the development, maintenance, storage and use of department resources.
- Arrange suitable work for classes when absent teachers in their area have been unable to do so.
- Assist in the selection, induction and deployment of teaching and non-teaching staff, where appropriate.
- Be involved in the student 'change of subject' process as determined by College policy.
- Prepare department book lists and stationery lists in accordance with College policy.
- Coordinate the selection of annual student prize winners for Presentation Night.
- Prepare material for College publications.
- Be actively involved in SET planning and academic care interviews as required.
- Assist staff with activities, excursions and competitions connected with their area and lead/support extra-curricular activities.
- Plan, formulate and monitor their budget in accordance with College guidelines.
- Comply with the College's OHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment. Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Induct subject area staff in OHS matters related to their subject area/s.

Authority Limits: Full authority is delegated from the Principal to the role holder to produce the desired outcomes within School and Catholic Education Office Middle Leader Role Description.

Reporting and Other Relationships: This position works in partnership with the Assistant Principal – Mission. This position is directly answerable to the Assistant Principal - Curriculum, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with AP-Curriculum, once a term, to discuss/ demonstrate with the use of data the performance of staff, students and classes under their supervision. Curriculum Leaders are members of the College Leadership Team.

Conditions: Remuneration: Tier 3 (6 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.