



## **Duty Statement – Secondary Head of Curriculum St Joseph’s School, Stanthorpe**

### **Curriculum & Assessment**

- Lead the Class Teachers within allocated curriculum areas
- In conjunction with the School Leadership Team, Assistant to the Principal Teaching & Learning and Secondary Curriculum Team, lead improvement in teaching and learning (pedagogical practice), including digital pedagogy
- Oversee the implementation of QCAA curriculum and assessment requirements relating to the QCE and ATAR within allocated curriculum areas in Year 11 and Year 12
- Oversee the implementation of the Australian Curriculum or any other programs in allocated curriculum areas in Years 7-10
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning and Secondary Curriculum Team, evaluate and monitor relevant curriculum programs to ensure they meet the needs of all students in the school
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning and Secondary Curriculum Team, ensure that assessment programs are relevant and challenging for the students and meet the requirements of the relevant authorities
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning and Secondary Curriculum Team, collect and analyse data in order to identify trends and implement programs to improve student outcomes in Secondary
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning and Secondary Curriculum Team, monitor the academic progress of the students in the school and keep the School Leadership Team aware of students of concern
- In conjunction with the Deputy Principal, oversee the reporting process within allocated curriculum areas
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning, the Learning Support Teacher and Class Teachers, assist with the personalised planning for students with special needs in the areas of remediation and enrichment
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning, and Secondary Curriculum Team, manage, monitor and evaluate the academic award structure for students in the Secondary

### **Professional Learning & Management of Staff and Resources**

- Promote and develop a professional learning community amongst the staff
- Assist with the development and implementation of professional learning programs
- Assist with the professional growth of staff through the impact coaching process (observation, collection of data, goalsetting)
- Mentor and develop newly appointed teachers, including graduate teachers, within allocated curriculum areas
- In conjunction with the Deputy Principal, Assistant to the Principal Teaching & Learning and Class Teachers, determine resource requirements for allocated curriculum areas
- In conjunction with the Bursar, develop and monitor a budget for resources within allocated curriculum areas
- Assist the School Leadership Team in the appointment of new teachers