



St Saviour's College

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Position Title – Curriculum Leader – English and Languages – Tier 2+2

Role Purpose – The English and Languages Curriculum Leader has responsibility for the leadership and oversight of the implementation of all relevant aspects of the English and Languages curriculum from Years 7 – 12 at St Saviour's College. This role will require collaboration with all other members of the College Leadership Team but in particular working closely with the Deputy Principal -Teaching and Learning to create and bring to life a robust, future-focussed English and Languages curriculum.

The Curriculum Leader is responsible for ensuring that learners are nurtured and empowered to be:

- self-regulated, resilient and metacognitive learners
- confident, collaborative and compassionate leaders
- innovative, curious and globally minded citizens

through the delivery of a robust, future-focussed English and Languages Curriculum.

In the performance of this role, the English and Languages Curriculum Leader will seek guidance from the Senior Leadership Team and actively support and work towards the achievement of the goals espoused by the College's current Strategic Plan.

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.
- Nurturing the faith formation of team members.
- The delivery of an authentically Catholic curriculum, grounded in Catholic Social Justice Teachings and Gospel values.
- Realising the potential of team members by developing and retaining professionals who are driven to provide a positive and empowering education for young people.
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the area(s) of curriculum responsibility.
- Developing a suite of high yield pedagogies that can be enacted by staff that enable student engagement and achievement in the area(s) of curriculum responsibility.
- Inspiring students to engage with the designated subject in ways that are fun, appealing and promote the pathways associated with the area(s) of curriculum responsibility.

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- Finding ways to celebrate the strengths of learners 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 College's Mercy charism, mission and values.
- Leadership capacity – initiative, perseverance, acceptance of responsibility, effective organisation and communication skills, ability to foster cooperation, collaboration and collegiality and a holistic vision for excellence that extends beyond subject boundaries.
- 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.
- Positive regard and relationships with students where authentic engagement and a positive and inclusive culture is fostered.
- Empathy with young people and an ability to relate positively to them.
- Endeavouring to ensure that each child is known, nurtured and supported to succeed through College processes and structures including home class and house structures.
- Professional activity through membership of professional associations and on-going professional development including participation and leadership of the 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 general capabilities.
- Manage the delegation of tasks amongst staff in their area and liaise with the Deputy Principal with reference to staffing and timetable requirements.

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- Lead, coordinate and support staff in the active implementation of pedagogical practices that are appropriate to their subject area within the all-girls Mercy context of St Saviour's College
- Integrate appropriate use of Canvas as the College's Learning Management System into department processes.
- Coordination of assessment, moderation and reporting programs, and the keeping of appropriate records.
- Keeping up to date 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. Leading 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.
- Promote the subject area with students and the wider school community in ways that promote engagement and joy in learning.
- Implementation of parent information, network and support programs and conduct interviews with parents in all areas of concern.
- Work in partnership with the learning support team to ensure differentiation and inclusive practices are embedded in all classrooms within the designated learning area, including supporting the leadership of school NCCD processes.
- 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).
- Support staff to ensure submissions required by the QCAA are provided in keeping with communicated timelines.
- 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.
- Prepare department book lists and stationery lists in accordance with College policy.
- Coordinate the selection of annual student prize winners for Awards Ceremony
- Prepare material for College publications, including but not limited to the newsletter and magazine.
- Be actively involved in SET planning and academic interventions as required. Assist staff with activities, excursions and competitions connected with their area and lead/support extra-curricular activities.
- Plan, formulate and monitor budget in accordance with College guidelines.

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- 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: Wellbeing and Engagement and the Assistant Principal – Mission and Identity. This position is directly answerable to the Deputy Principal – Teaching and Learning, with ultimate direction coming from the Principal of the College. The Middle Leader will meet with Deputy Principal – Teaching and Learning, 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 2 (4 Units) - Tenure: 3 x 3-year cycles subject to satisfactory performance and continuance of the position.

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