

Role Description



**Diocese of Toowoomba
Catholic Schools**

Position details

Title	Middle Leader (Curriculum Leader)
Classification	Middle Management Tier 2
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Curriculum Leader supports the school's mission by leading high-quality learning and teaching practices. This includes overseeing curriculum development aligned with relevant standards, promoting effective pedagogy, and using data to drive improvement in student outcomes. The role also involves supporting teacher practice, fostering collaborative partnerships, and ensuring resources are managed effectively to enhance teaching and learning.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Coordinate and oversee the designated curriculum area within the school or college, ensuring alignment with institutional goals, relevant standards, and consistent delivery across all programs and year levels.
2. Apply contemporary learning and teaching research to classroom practice through the ongoing professional development of teachers, supporting effective and evidence-based pedagogy.
3. Supervise and support teachers within the area(s) of curriculum responsibility, providing guidance, direction, and opportunities for professional growth.
4. Support or supervise the induction of new teachers and provide pastoral care for staff engaged in the designated area(s) of curriculum responsibility.
5. Coordinate the development of work programs in accordance with national, state, and local requirements, ensuring compliance and consistency in curriculum planning and delivery.
6. Coordinate assessment, moderation, and reporting programs, including maintaining accurate and appropriate records to ensure consistency and alignment with standards.
7. Remain informed of developments within the area through ongoing professional reading and research, and facilitate aligned professional learning opportunities for staff.



8. Engage in professional discourse with staff through regular individual and departmental meetings, fostering collaboration and continuous improvement.
9. Supervise the quality of teaching and student learning through collegial planning, classroom observation, moderation, and analysis of student performance data, implementing appropriate interventions where required.
10. Contribute to school leadership and operations by participating in leadership meetings, managing financial and material resources (including budgets), and communicating effectively with stakeholders on relevant matters.

About you

To achieve in this role, you will be required to demonstrate the following

Eligibility criteria

Essential

- Current teacher registration with Queensland College of Teachers.

Desirable

- Holds relevant qualifications and/or experience that support effective performance in the role.
- Professional activity through membership of professional associations and on-going professional development.

Key success criteria

- Demonstrates and models Catholic values, actively supporting the spiritual formation of staff and students, aligned with the school's mission and ethos.
- Operates in alignment with the TCS Leadership Framework.
- Demonstrates strong leadership capability, including a broad vision for holistic curriculum, initiative, perseverance, accountability, effective organisation, and the ability to engage in professional discourse, communicate effectively, and foster cooperation and collegiality.
- Analyses whole-school educational data to identify areas of strength and improvement, and develops and implements targeted strategies to enhance learning outcomes.
- Builds and maintains professional relationships with staff, modelling exemplary teaching practice and constructively challenging and supporting improvement in teaching quality.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.