



## MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF  
MARY AIKENHEAD MINISTRIES

67 Elimatta Drive Ashgrove QLD 4060  
PO Box 208 Ashgrove QLD 4060  
admin@msm.qld.edu.au  
www.msm.qld.edu.au  
(07) 3858 4222

## ROLE DESCRIPTION

### CURRICULUM LEADER – HEALTH AND PHYSICAL EDUCATION

#### ROLE DESCRIPTION

The Curriculum Leader – Health and Physical Education is a Middle Leadership position, responsible for providing strategic and operational leadership of a department educating students in Years 5 to 12. The role holder will utilise pedagogical research and student data to drive a curriculum informed by best practice and innovative design and delivery. As a middle leader, the role holder should demonstrate excellent communication and interpersonal skills with the ability to work collaboratively with students, parents and staff within a high performing culture.

The role holder is responsible to the Principal in all matters pertaining to the position and will report regularly to the Dean of Teaching and Learning.

The Curriculum Leader – Health and Physical Education is expected to demonstrate leadership in:

#### 1. SPIRITUAL LIFE OF THE COLLEGE

- Demonstrate a visible and personal commitment to the Catholic identity of the College through participation in liturgy, prayer and formation opportunities.
- Leading a teaching and learning climate which is faith centred and reflects the ethos, values and mission of Mt St Michael's College.
- Demonstrating a personal commitment to the College Values of Hope, Justice, Love and Compassion.

#### 2. EDUCATIONAL LEADERSHIP

- Providing leadership in the achievement of excellence in teaching and learning in Health and Physical Education by being committed to a culture of high performance and continuous improvement to enhance student outcomes.
- Ensuring the curriculum reflects the mission, vision and values of the College and complies with Queensland Curriculum and Assessment Authority and Australian Curriculum, Assessment and Reporting Authority requirements and follows the pedagogical approach of the College.
- Leading the pedagogical development of staff within the department and supporting them to develop and implement a comprehensive range of teaching and assessment strategies that enhance the learning outcomes of all students.
- As an experienced classroom teacher, models high levels of pedagogical expertise, collaboration and teamwork.
- Collaborating with colleagues across departments to create learning opportunities that allow students to engage in authentic experiences where cross-curricular connections are made.
- Knowledge and understanding of the AITSL Professional Standards and their relevance to effective teaching and learning.
- Maintain currency of contemporary issues by actively participating in professional development activities including involvement in external networks and sharing learnings through leading professional development activities.

### 3. STUDENT WELL BEING

- Model practices that foster the learning environment in the College commensurate with the Mt St Michael's College Positive Education Program and Restorative Processes.

### 4. REFLECTIVE LEADERSHIP

- Reflects on personal and professional actions in their leadership role in light of the College mission, vision and values.
- Critiques leadership and administrative practices through critical reflection and discussion with the Dean of Teaching and Learning.
- Commits to professional reflective practises.
- Undertakes performance appraisal processes in accordance with the current EB Agreement within the fourth year of the initial contract.

### 5. ADMINISTRATION

- Supporting the implementation of all College policies and procedures.
- Ensuring compliance with all Queensland Curriculum and Assessment Authority requirements for accreditation and certification pertaining to student learning outcomes, specifically the Queensland Certificate of Education (QCE).
- Maintaining strict confidences in relation to information gained, ensuring observance of current privacy legislation.
- Demonstrate responsiveness in all communications with parents/carers about their student's learning needs.
- Establish and implement procedures for the efficient functioning of the role and duties including time management to ensure that deadlines devised by the College Leadership Team are met.

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### RESPONSIBILITIES

- Leading the collaborative implementation of all aspects of the Health and Physical Education curriculum for Years 5 – 12, observing senior syllabus requirements, the diversity of needs, interests and abilities of students (learning support, enrichment and extension) and monitoring availability of human and physical resources in accordance with the College's Mission Statement.
- Co-ordinating assessment practices and procedures together with regular teaching evaluation, in a periodic review of curriculum programmes aimed at updating and enriching the programmes as necessary to ensure these relate to, and enhance, the teaching-learning process.
- Overseeing all assessment and checking and supervising the setting and conduct of all common testing within the department and work with Program Leaders.
- In collaboration with the curriculum Middle Leaders, developing a methodology of determining levels of achievement, semester results and reporting.
- Ensure inclusive practices are incorporated within pedagogical and assessment practices.
- Facilitating productive interactions with external agencies including the Queensland Curriculum and Assessment Authority, relevant professional associations, tertiary institutions, and other schools.
- Providing induction and mentoring to all teachers especially beginning teachers, new teachers and teachers experiencing difficulties.
- Meeting regularly with staff to provide professional support, to communicate information or decisions from the College Leadership Team, Middle Leadership Team meetings or external agencies.

- Providing input regarding Health and Physical Education subject choices to students and parents either personally or through subject information sessions organised by the College.
- Ensuring the documentation, distribution, and communication of all departmental procedures.
- Co-ordinating and overseeing the selection, purchase, storage, use and maintenance of student and teacher resources and equipment.
- Ensuring that subject overviews and assessment programmes are prepared for each subject and that these are distributed appropriately.
- Overseeing the organisation of excursions and risk assessment within the department.
- Implementing formal moderating and calibration procedures and monitoring marking and the quality of student work, to ensure unit requirements are followed, comparability between teachers is maintained and high standards are supported and enhanced.
- Preparing an annual departmental budget and establishing good budgetary control mechanisms to ensure budgets are not exceeded and money is most effectively utilised to enhance student learning.
- Conducting regular meetings in each subject or year level of the subject(s) in the department.
- Overseeing the workflow of the School Officers who support the department.
- Conducting teacher performance reviews, overseeing probation meetings and development.
- Utilise pedagogical research and student data to drive a curriculum informed by best practice and innovative design and delivery.
- In collaboration with the Sporting Staff, make decisions regarding the use of facilities to optimise student use.

## GENERAL

- Assisting the College Leadership Team with staff matters.
- Demonstrating interest and active involvement in the total life of the college, in curricular and co-curricular activities.
- Attending regular meetings with the College Leadership Team/ Dean of Teaching and Learning to review procedures and initiate strategies to improve teaching / learning.
- Other duties as required by the Principal.

## CONDITIONS

- This is a position of Middle Leadership (ML) as outlined in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023-2026, with a ML Tier Level 2C salary allowance, dependent on curriculum hours. This role has release time.
- Appointment to this position will be for an initial period of four years. A further four-year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous for years.
- It is a condition of employment that all employees acknowledge, understand and comply with all policies and practices of Mt St Michael's College, including Work Health and Safety and Child Safety Organisations.

**WRITTEN IN CONSULTATION:**

Sharon Volp, Principal  
Ros Collier, Deputy Principal

**APPROVED BY:**

Sharon Volp, Principal

**DATE:**

5 May 2026