



ROLE DESCRIPTION

CURRICULUM LEADER - SCIENCE

ROLE DESCRIPTION

The Curriculum Leader is a Middle Leadership position with responsibilities for curriculum leadership of a specific learning area at the College. The role holder will lead a team; providing inspiration, encouragement and assistance to the members of that team and support the College Leadership Team. The role holder is responsible to the Principal in all matters pertaining to the position and will report regularly to the Deputy Principal – Curriculum. The Curriculum Leader is expected to show leadership in:

1. SPIRITUAL LIFE OF THE COLLEGE

- Nurturing a teaching and learning climate which is faith centred and reflects the ethos, values and mission of Mt St Michael's College.
- Supports the faith development of the students in the year level through regular prayer, liturgies and retreats.
- Demonstrating a personal commitment to Hope, Justice, Love and Compassion.

2. EDUCATIONAL LEADERSHIP

- Providing leadership in the achievement of excellence in teaching and learning of a designated curriculum area.
- Ensuring the curriculum reflects the mission, vision and values of the College;
- Assisting the Leadership Team in education leadership through participation in decision-making processes, including overall curriculum planning and development with particular reference to the senior phase of schooling.
- Demonstrates excellence in teaching, mentoring teachers as part of teacher leadership.

3. STUDENT WELL BEING

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

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 Deputy Principal – Curriculum.
- Commits to professional reflective practises.
- Undertakes performance appraisal processes in accordance with the current EB Agreement at within the fourth year of the initial contract.

5. ADMINISTRATION

- Supporting the implementation of all School policies and procedures.
 - Understanding the implementation of the new QCE processes and the Australian Curriculum.
 - Maintaining strict confidences in relation to information gained, ensuring observance of current privacy legislation.
 - Establish and implement procedures for the efficient functioning of the role and duties.
 - Oversee and manage laboratory staff and resources.
-

RESPONSIBILITIES

- Leading the collaborative and cooperative implementation of all aspects of the curriculum including the preparation of work programmes for Years 7 – 10, overall development of resource materials, monitoring of student progress, and the development of staff practices;
- Ensuring Unit plans and assessment for Years 11-12 take into account syllabus requirements; the diversity of needs, interests and abilities of students; College organizational structures and Mission Statement; availability of resources both human and physical; and emerging educational, social and religious issues;
- Co-ordinating student evaluation of each subject annually and using this, together with regular teaching evaluation, in a periodic review of curriculum programmes aimed at updating and enriching the programmes as necessary.
- Co-ordinating assessment practices and procedures and ensuring these relate to, and enhance, the teaching-learning process;
- Being responsible and accountable for the standards of student work in the department;
- Overseeing all assessment, and checking and supervising the setting and conduct of all common testing within the department;
- Consultatively developing a methodology of determining levels of achievement, semester results and reporting;
- Liaising with Learning Support staff to help ensure that student needs and interests are most effectively met;
- Facilitating productive interactions with external agencies including the Queensland Curriculum and Assessment Authority, relevant professional associations, tertiary institutions and other schools.
- Providing advice and support to teachers in their planning and preparation in relation to a variety of teaching strategies and resources;
- 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 Leadership Team, Curriculum Committee or external agencies;
- Establishing and maintaining a consensual and collaborative approach to departmental decision-making, review of procedures and goals;
- Providing input regarding subject choices to students and parents either personally or through subject information sessions organized by the College;
- Ensuring the documentation, distribution and communication of all departmental procedures;

- Establishing, co-ordinating and maintaining an efficient system of information storage and retrieval, including student profiles, work programmes, assessment schedules, innovative practices and resources and relevant documents;
- Co-ordinating the establishment of levels of achievements and any other information needed for review, moderation or reporting 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 organization of excursions within the department;
- Implementing formal moderating procedures and monitoring marking and the quality of student work, to ensure work programme requirements are followed, comparability between teachers is maintained and high standards are maintained and enhanced;
- Preparing an annual departmental budget and establishing good budgetary control mechanisms to ensure budgets are not exceeded and money is most effectively utilized to enhance student learning;
- Conducting regular meetings in each subject or year level of the subject(s) in the department;

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 Leadership Team/ Deputy Principal - Curriculum 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 2019-2023, with a ML Tier Level 1.2 – 3+ 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 four years.

WRITTEN IN CONSULTATION:	APPROVED BY:	DATE:
Sharon Volp, Principal Ros Collier, Deputy Principal – Curriculum	Sharon Volp, Principal	October 2020