



ROLE DESCRIPTION

POSITION: Curriculum Leader, Head of Faculty, Tier 2
RESPONSIBLE TO: Principal through the Deputy Principal
DATE: Reviewed August 2021

Purpose of Position:

The role of the Curriculum Leader, Head of Faculty is to support the vision and mission of the College through leadership of learning and teaching. This involves developing designated curriculum in line with National, State and Local requirements; ensuring that appropriate pedagogies are developed and implemented across the College. Thereby ensuring the quality of student learning and effectiveness of teacher practice by utilising data analysis to inform decision making processes. In addition, this position requires the development of appropriate partnerships within and outside of the College along with prudent administration of resources.

Responsibilities:

- The leadership of designated curriculum area(s) taught in the school
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged 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), and/or
- Pastoral care of staff engaged in the designated area(s) of curriculum responsibility, and/or
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above

Key Attributes:

- A clear vision of and support for the school's mission and its underlying values and ethos
- Leadership capacity – a broad vision that extends beyond subject boundaries, initiative, perseverance, accept responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- Success as a classroom teacher
- An appropriate level of professional qualification both formal and informal and/or relevant experience
- Professional activity through membership of professional associations and on-going professional development





Typical Duties:

- Coordinating the development of work program(s) according to National, State and Local requirements
- Coordinating assessment, moderation and reporting programs
- Keeping abreast of developments and in the area of responsibility through on-going professional reading and research providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation and facilitation of reflective teaching practice
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions
- Contribution to the leadership of the school through active participation in staff and middle leadership meetings
- Managing financial and material resources within the area of responsibility including formulating of budgets and expending allocated funds
- Regularly communicating with stakeholders about issues of legitimate interest and/or concern

Other:

- Be supportive of the Catholic ethos of the school
- Contribute actively to the development and implementation of College policies and procedures
- Contribute to a safe and health working environment consistent with the College's Mission Statement and Work Health and Safety requirements
- Support the Strategic Plan and the School Improvement Plan
- Take full responsibility for compliance with the Staff Code of Conduct
- Take full responsibility for compliance with all College policies and procedures
- Possess and maintain current registration with the Queensland College of Teachers

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this role, at his/her discretion, in order to most effectively serve the needs of the College.

