

Curriculum Leader Description

OVERVIEW

Prince of Peace Lutheran College is a co-educational, independent, Christian school located at Everton Hills in the north-western suburbs of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.

Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12 with approximately 800 students enrolled in 2020. The Junior Campus (K-6) is located at Rogers Parade West. The Senior Campus, 1 km away at Henderson Road, was opened in July 2009 and is currently home to Years 7 – 12.

JOB TITLE	Curriculum Leader
QUALIFICATIONS	QCT Registration Graduate and/or Post-Graduate Qualifications relevant to the position

ORGANISATIONAL RELATIONSHIP

Reporting To:	Head of Senior Campus
Accountable To:	Senior Leadership Team, Head of Campus, Head of College

A teacher in role of Curriculum Leader is expected to provide educational leadership to their respective Learning Area. The duties of the role include:

Staff

- Meet with your staff regularly to discuss teaching strategies and in your learning areas.
- Provide feedback to teachers on their teaching performance and assist them with classroom strategies, organisation and behavior management when required.
- Participate in the evaluation of teacher's performance for employment, developmental and promotional purposes as required.
- The development and implementation of curriculum and methodology.
- Supervise ancillary staff attached to their learning area, ensuring that the teachers have an equitable proportion of the assistant's time.

- Assist staff in reporting to parents students' performance in the specific learning area.
- Promote the ongoing professional development of staff in accordance with the goals of the College and their own Personal Development Plans.

Curriculum

Programs

- In conjunction with the Head of Campus, produce a scope and sequence document for each year level outlining the expected coverage of outcomes from the curriculum framework and /or Australian Curriculum.
- Provide guidance to teachers to enable them to write programs which reflect the scope and sequence document.
- Collect and review programs.
- Ensure that programs are available to the Head of Campus when required.

Assessment

- Ensure that teachers in your learning area are familiar with the College 'Assessment and Reporting Policy' and adhere to the requirements relevant to each year level.
- Ensure that teachers have an understanding of the Curriculum Framework levels and/or Achievement Standards for the Australian Curriculum and can allocate grades accordingly for their year group.
- Coordinate cross marking and moderating meetings with year teams.
- Student marks are recorded.
- Review student learning (achievement, progress and engagement) within their Learning Area to facilitate decision making and school improvement.
- Report on the analysis of the review of student learning to the Head of Campus/Head of College.
- Use analysis of student learning to improve student outcomes.
- Select students for the end of year subject awards.

Strategic Planning

- Construct a development plan (including resource requirements for budgeting) that reflects the needs of the College and the curriculum in each learning area.
- Promote activities within the learning area to students and staff.
- Assist students with the selection of subjects where relevant.

Meetings

- Meet regularly with the appropriate members of the Senior Leadership Team.
- Meet regularly with members of the learning area, setting the agenda, ensuring that minutes are kept and distributed to the members and Senior Leadership Team.
- Meet regularly with other CL's and Learning Area Coordinators.

- Attend specific year level planning sessions to help with the development and implementation of an integrated curriculum.

Budget

- Work with the Head of Campus to develop the annual learning area budget, including both anticipated capital and recurrent expenditure requirements.
- To be responsible for the approval and purchase and use of all resources within the learning area.
- To ensure that all resources are catalogued, borrowed and returned in good order.

Facilities

- Ensure that all specialist areas are maintained and kept in a neat and tidy manner.
- In consultation with the Senior Leadership Team, assist with the development of plans for any future learning area and facility.
- Advise the College Business Manager of any workplace health and safety issues.

Other

- Duties as may be reasonably requested by the Head of College or their delegate, from time to time, having regard to the Teacher's skills, qualifications, experience and the requirements of the position.