PRINCE of PEACE LUTHERAN COLLEGE

Position Description

Position Title	**Director of Studies 7-12**
Department	Middle and Senior Campus Leadership Team
Reports to	Head of College
Direct Reports	Head of Campus – Middle & Senior and Head of College
Purpose and Objectives	The Director of Studies 7–12 provides focused strategic and operational leadership for curriculum implementation, assessment, reporting, academic administration and student pathways across Years 7–12. The role ensures that the approved curriculum is translated into coherent programs, assessment schedules, reporting processes and student academic supports that are accurate, compliant, timely and clearly communicated. As a 1.0 FTE position, the role is deliberately scoped to high-value academic coordination and quality assurance. It is not the primary owner of whole-College pedagogy, staff performance management, or student pastoral care. These matters remain with the designated College leaders. The Director of Studies works collaboratively with those leaders so that curriculum, pedagogy, student support and academic operations remain aligned. **This position focuses on:** • Coordinating the effective delivery of Years 7–12 curriculum, assessment, reporting and academic calendars. • Maintaining curriculum and assessment compliance with relevant Queensland Curriculum and Assessment Authority and the Australian Curriculum requirements. • Supporting coherent Years 7–10 curriculum implementation and effective Years 9–12 subject selection, pathways planning and QCE processes. • Ensuring assessment programs, academic records, reporting information and curriculum documentation are accurate, current and completed within required timeframes. • Using academic data to identify trends, students requiring support or extension, and priorities for curriculum review. • Working through committee structures to strengthen consistency across Years 7–12 and alignment with whole-College teaching and learning priorities. • Providing clear curriculum and assessment advice to Heads of Learning Area, staff, students and families.

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	• Daily staffing, relief allocation, yard-duty rosters, room changes and general campus operations. • Timetabling of subjects, teachers and classes. • Contributing to the Christian mission of the College through learning practices that nurture each student's God-given potential. • Collaboratively designing and communicating the yearly assessment calendar and effectively communicate this and ensure enactment across the College. • Line managing Learning Leaders (teachers with additional responsibilities linked to particular curriculum areas).
Key Accountabilities	**Curriculum Coordination, Teacher Planning and Compliance** • Coordinate and oversee the implementation of the approved Years 7–12 curriculum, working collaboratively with Learning Leaders, teachers and relevant College Executive. • Maintain oversight of curriculum planning, documentation, assessment and mapping, ensuring programs are current, compliant, appropriately sequenced and responsive to student learning needs. • Foster a culture of professional growth and continuous improvement, providing teachers with timely, constructive guidance and regularly reviewing curriculum planning and implementation against agreed College expectations. • Maintain oversight of curriculum planning and documentation, including curriculum and subject plans, unit plans, assessment plans, curriculum mapping, required approvals, and the annual review and development of Curriculum/Studies Handbooks. • Monitor teacher planning and the implementation of agreed curriculum and teaching and learning practices, identifying areas requiring improvement and working with relevant leaders and teachers to ensure consistent, high-quality practice responsive to student learning needs. • Foster a culture of professional growth conversations in which curriculum planning and implementation are regularly reviewed, strengthened and supported. • Provide teachers with timely, constructive guidance to support the successful implementation of the current curriculum and agreed College expectations. • Monitor relevant curriculum and regulatory changes and coordinate their practical implementation across Years 7–12.

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- Support consistent curriculum sequencing, subject offerings and transitions between Years 7–10 and senior secondary pathways.
- Identify curriculum or compliance risks promptly and provide clear advice and recommended action to the Head of Campus – Middle & Senior and, where required, the Head of College.
- Actively and professionally communicate Academic Outcomes and Opportunities to our community in close collaboration with the Head of Campus.
- Lead and manage Learning Leaders (teachers with additional responsibilities linked to particular curriculum areas).

Assessment Calendar, Moderation and Academic Expectations

- Develop and maintain the annual Years 7–12 assessment calendar in consultation with Heads of Learning Area and relevant staff.
- Ensure the assessment calendar supports a manageable distribution of student workload, minimises unnecessary assessment clustering and reflects relevant curriculum and QCAA requirements.
- Communicate the annual assessment calendar clearly and accessibly to students, families and staff.
- Provide termly communication to the College community outlining key assessment expectations, significant dates, student responsibilities and relevant processes.
- Monitor adherence to the approved assessment calendar and work with Heads of Learning Area and teachers to address emerging issues or proposed variations.
- Oversee processes for assessment submission, extensions, access arrangements, academic integrity, special consideration and missed assessment in accordance with approved College policies and delegations.
- Coordinate internal moderation and quality-assurance processes with Heads of Learning Area, ensuring that decisions, required actions and follow-up are appropriately documented.
- Promote clear, consistent and constructive assessment feedback practices aligned with the College's teaching and learning framework.

Academic Reporting

- Lead and manage the College reporting process in collaboration with the Junior Campus to support a coherent, whole-College approach to academic reporting.
- Develop and communicate the annual reporting schedule, including key milestones, staff responsibilities, quality-assurance checks and publication dates.
- Provide clear guidance and quality assurance for student reporting,

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	ensuring achievement standards, grades, comments and documentation are accurate, consistent and professionally presented • Oversee the reporting cycle from preparation through to publication, working with relevant staff to resolve concerns, meet required timeframes and continuously improve the efficiency and consistency of reporting processes. **QCE, Senior Secondary and Student Pathways** • Maintain oversight of QCE eligibility, senior subject selection and academic pathway processes in collaboration with careers and pathways staff. • Ensure academic and senior secondary information and documentation are accurate, current, accessible and appropriately maintained and communicated to students and families. • Monitor senior students' progress towards QCE attainment and relevant pathway goals, identifying emerging risks and coordinating timely academic intervention with appropriate staff. • Support teachers to understand and meet QCAA curriculum, assessment, authentication, confirmation and reporting requirements relevant to their subjects. • Lead and coordinate student academic mentoring across the College. • Coordinate preparation for relevant curriculum reviews, audits, verification and quality-assurance activities within the scope of the role. **Excursions and Curriculum-Related Activities** • Oversee curriculum-related excursions, international studies trips, and activities, ensuring appropriate planning, risk management, documentation, communication and compliance with College approval processes. • Work collaboratively with key staff to support the International Student Program, fostering cultural inclusion, connection and a positive student experience. **Academic Data and Student Progress** • Coordinate the collection, checking and analysis of Years 7–12 student achievement and progress data. • Provide concise academic data summaries to relevant College leaders and committees, identifying cohort trends, subject patterns and students requiring targeted support or extension.

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	• Work with learning support, pastoral and teaching staff to ensure that academic interventions include clear actions, responsibilities and review dates. • Monitor the implementation and impact of agreed academic interventions and report significant concerns or emerging trends to the appropriate College leader. • Support teachers and Learning Leaders to use student data and evidence to inform planning, differentiation and curriculum review. • Identify and celebrate student academic growth and achievement, support extension opportunities, and coordinate the academic content of awards ceremonies. **Academic Systems, Records and Communication** • Maintain accurate academic calendars, curriculum records, assessment schedules, subject information and reporting documentation in approved College systems. • Ensure academic administration, correspondence, approvals and follow-up actions are completed accurately, efficiently and within required timeframes. • Provide timely and accessible curriculum, assessment, reporting and pathway information to students, families and staff. • Respond to academic enquiries and concerns within the authority of the role, referring complex pastoral, behavioural, safeguarding, employment or operational matters to the appropriate College leader. • Support the effective and consistent use of the College's learning management and student information systems for curriculum planning, assessment, feedback and reporting. • Maintain appropriate confidentiality, privacy and information-management practices when handling student, family and staff information. • Prepare concise monthly Studies Reports for the Head of Campus that track performance against agreed targets, including actual outcomes, trends, with analysis of emerging issues, actions taken and targeted improvement strategies. These reports will then be presented to Executive. **Collaborative Leadership and Committee Work** • **Chair Teaching, Learning and Assessing Committee** and support working groups, ensuring clear agendas, accurate records, assigned responsibilities, timelines and reporting. • Use College committee structures to foster consistent Years 7–12 practice and alignment with whole-College approaches to curriculum, assessment, reporting and academic support.

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	• Work collaboratively with the Junior Campus to strengthen whole-College consistency in curriculum transitions, reporting processes, academic expectations and communication with families. • Collaborate with the Deputy P-12 Pedagogical Innovation to ensure seamless cross College communication regarding teaching, learning and assessing. • Lead Learning Leaders and teachers regarding curriculum, assessment, moderation, QCE and reporting requirements. • Build constructive relationships with students and families, communicating academic decisions, processes and expectations with clarity, care and procedural fairness. • Contribute positively to the College leadership team while maintaining clear accountability for the responsibilities assigned to the Director of Studies portfolio. **Christian Mission, Professional Standards and Safety** • Actively support the mission and ministry of Prince of Peace Lutheran College and model servant leadership, integrity, hope, courage, service and grace. • Promote learning environments in which students are known, supported, appropriately challenged and enabled to flourish. • Ensure decisions and interactions reflect the Christian ethos of the College and uphold the dignity, worth and potential of each student. • Comply with College policies, student safeguarding requirements, privacy obligations, the Code of Conduct, Valuing Safe Communities standards and reasonable directions. • Participate in relevant professional learning and maintain current knowledge of Years 7–12 curriculum, assessment, reporting and regulatory requirements. • Undertake other duties reasonably related to the role and achievable within its 1.0 FTE scope, as directed by the Head of College.
Key Relationships	**Head of College, Head of Campus – Middle & Senior, Deputy P-12 Pedagogical Innovation, Heads of Learning Area, QCE and pathways staff, learning support staff, teachers, students and parents/caregivers.**
Committee Membership	Senior Leadership Team; Teaching, Learning and Assessing Committee (Chair); Able to network with relevant people in Lutheran Education Queensland (LEQ) and Independent Schools Queensland (ISQ).

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Selection Criteria	*The following selection criteria will be used to assess the knowledge, experience, capabilities and alignment of applicants.* **Experience and qualifications** **Mandatory requirements (eligibility) – must hold/commit** • Current Queensland Teacher Registration; • graduate and/or postgraduate qualifications relevant to the role; • demonstrated experience in curriculum, assessment and Years 7–12 academic administration; and • Lutheran leadership accreditation or willingness and capacity to attain accreditation is desirable. **Knowledge, skills and capabilities** **SC1: Christian ethos and Lutheran education** • Demonstrated understanding of, respect for and active support of the Christian ethos and mission of Prince of Peace Lutheran College. **SC2: Years 7–12 curriculum leadership** • Demonstrated knowledge of secondary curriculum, assessment and reporting, including the capacity to coordinate coherent Years 7–12 programs and support Heads of Learning Area and teachers. **SC3: QCAA and QCE knowledge** • Demonstrated working knowledge of relevant QCAA requirements, senior secondary processes, QCE pathways and associated data and documentation obligations. **SC4: Academic operations and administration** • Demonstrated ability to manage assessment calendars, moderation, reporting, academic records and multiple deadlines with accuracy and efficiency. **SC5: Data-informed improvement** • Demonstrated ability to interpret achievement and progress data, identify priorities and coordinate targeted academic responses. **SC6: Communication and collaborative leadership** • Highly developed communication and relationship skills, with the capacity to lead a committee, influence consistent practice and communicate effectively with staff, students and families. **SC7: Workload judgement and accountability** • Demonstrated capacity to prioritise high-value work, maintain role boundaries and deliver reliable outcomes within a part-time leadership allocation.

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Position Status	1.0 FTE permanent full-time leadership position
Hours of Duty	Monday to Friday
Classification	Schedule 7 – Positions of Added Responsibility – Secondary Curricular Leader – CL1
Teaching Component	Covers may be required from time to time.
Annual Salary	**Remuneration comprises:** • Base teacher salary at the applicable Teacher – Proficient classification level; and • for employees classified at Proficient 1–6, the Secondary Curricular Leader Allowance – CL1. Teachers classified at Proficient 7 or above are paid the Secondary Curricular Leader substantive salary – CL1, in accordance with Schedule 2 of the Enterprise Agreement. **Terms and Conditions –** Please refer to the Employment Contract, which may or may not include reference to the *Queensland Lutheran Schools Single Enterprise Agreement 2024.*
Superannuation	12.75% employer contribution
Location	Prince of Peace Lutheran College 25 Henderson Road, Everton Hills 4053 All employees may be required to travel to different locations to fulfil requirements of their position.
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of Prince of Peace Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of Prince of Peace Lutheran College are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.

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Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with Prince of Peace Lutheran College policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or *Queensland Lutheran Schools Single Enterprise Agreement* and take the responsibility to maintain current with these.
Compliance Requirements	• Current Queensland College of Teachers registration and right to work in Australia. • Completion and maintenance of all mandatory child safety, safeguarding, first aid and role-related training. • Compliance with College policies and procedures, relevant legislation, employment requirements, the Code of Conduct and Valuing Safe Communities standards. • Commitment to maintaining current professional knowledge and completing an annual Professional Learning Plan.
Other Relevant Information	The College will conduct relevant and required applicant checks which include and are not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. Prince of Peace Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the *Privacy Act 1988.*
Further Information	Further information about Prince of Peace Lutheran College can be found at https://www.princeofpeace.qld.edu.au/

Reviewed: 30 October 2026
Approved by People & Culture Committee