



CATHOLIC REGIONAL COLLEGE
CAROLINE SPRINGS

COURSE CONVENOR GUIDELINES

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Rationale

As Catholic Regional College Caroline Springs continues to expand in student, staff and subject numbers, ensuring the rigor and quality of curriculum delivered in each Learning Area will require whole staff involvement. The Course Convenor will be considered the point of reference for a specific subject within the College, and will afford teaching staff, Learning Area Leaders and the Learning & Teaching Team the opportunity to work together to develop the best possible curriculum for our students.

Scripture

Exodus 31:3

I have filled him with the Spirit of God, with wisdom, with understanding, with knowledge and with all kinds of skills.

Roles and Responsibilities

Course Convenor refers to the teaching staff member designated by the Learning Area Leader who is responsible for the management, curriculum writing and assessment task development of a subject at Catholic Regional College Caroline Springs. The Course Convenor has a key role in assuring the quality of curriculum delivered in the subjects taught at Catholic Regional College Caroline Springs.

All teaching staff at Catholic Regional College Caroline Springs are expected to nominate to take on a role of Course Convenor for a subject area they are teaching as part of the Annual Review Meeting Process. Planning for and implementing effective learning and teaching is an expectation of standard teaching duties, as per the *Australian Professional Standards for Teachers (APST)*.

The allocation of a teacher to a subject area as Course Convenor is completed in conjunction with the teacher, Learning Area Leader and Learning & Teaching Team. The time commitment required within the Course Convenor role is considered as part of standard teaching responsibilities, with the balance of these commitments to be considered by the Learning & Teaching Team.

The Course Convenor will be responsible for the creating, reviewing and updating of the following curriculum items on SEQTA. Course Convenors should refer to the Curriculum Development Checklist provided on the SEQTA welcome page to assist with the development of:

- course cover pages
- course outlines
- unit plans
- learning intentions
- lesson outlines
- online lessons
- assessment tasks and rubrics.



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Additionally, the Course Convenor should ensure that there is a scaffolded progression of building student skills within the subject in conjunction with the Victorian Curriculum Standards. Furthermore, Course Convenors should liaise with fellow Course Convenors in the same Learning Area to ensure content knowledge is built upon as students' progress through each year level in the subject. Course Convenors should also ensure subjects reflect changes made to the Victorian Curriculum as required.