



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Director of Curriculum & Pedagogy
Classification	Full Time
Position of Leadership	POL 4
Time Allowance	20 x 70 minute periods per 10 day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Learning & Teaching
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Learning & Teaching Team Curriculum Leadership Team (Chair) VCE/VM/VPC Team School Improvement Team

Purpose of the Position

The Director of Curriculum & Pedagogy is responsible to the Deputy Principal Learning & Teaching for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Director of Curriculum & Pedagogy consistent with the College Mission Statement is to provide a vision for and leadership in the provision of a quality educational program, consistent with a culture of transformation and innovation.

The responsibility of the Director of Curriculum & Pedagogy includes strengthening the performance and development culture of the College by promoting an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role of the Director of Curriculum & Pedagogy is centered around staff development and the creation of programs, which build on the AITSL standards: professional knowledge, professional practice and professional engagement.

The Director of Curriculum & Pedagogy will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

1. To work in cooperation with Learning Area Leaders to develop curriculum and assessment based upon best practice as highlighted by educational research.
2. Oversee the development of Learning Area strategic plans, in cooperation with Learning Area Leaders.
3. Conduct regular appraisal meetings for teachers in the Curriculum Leadership Team, with a view to reviewing and supporting future professional growth and development, as outlined in Professional Learning Plans.
4. Oversee Learning Area-based co-curricular activities together with the Learning Area Leaders.
5. To work in cooperation with Learning Area Leaders to develop teaching and assessment practices for the Victorian General and Cross-Curricular Capabilities.
6. To work in cooperation with Learning Area Leaders to develop teaching and assessment practices that incorporate the Horizons of Hope framework and MACS' Strategic Curriculum Directions.
7. To work in cooperation with the Deputy Principal Learning & Teaching to oversee Assessment & Reporting compliance and priorities at the College.
8. To oversee the College's Course Convening Feedback process for subject teachers including the development and implementation of a consistent College-wide curriculum mapping and auditing

initiative for subject teachers, incorporating the Victorian Curriculum, VCE and VET requirements, sector requirements and current educational research. This includes:

- Courses of study
 - Timelines
 - Assessment task descriptions
 - Assessment rubrics
 - Resources
 - Electronic publication and communication between staff, students, and parents.
9. To work in cooperation with Learning Area Leaders and Learning Diversity Leader in the design, development, implementation and evaluation of the College's learning and teaching program with particular reference to the area of differentiated learning development priority in alignment with the College's School Improvement Plan.
 10. To oversee the development and design of the College Curriculum Handbook.
 11. To approve of ACE Submissions on EMS360 for Learning Areas.
 12. To develop and implement a College wide feedback model for formative and summative assessment.
 13. To oversee the College booklist.

Common Responsibilities

1. Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.
2. Make recommendations and contribute to Curriculum Team discussions about the nature of learning and teaching programs at Year 7-10 following analysis of annual course submissions by Learning Area Leaders and subject teachers.
3. Provide leadership in and contribute to developing staff capacity in ICT, including modelling exemplary practice.
4. Contribute to curriculum policy review and creation, as recommended by the policy review schedule.
5. Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
6. Other duties as required by the Principal and/or Deputy Principal Learning & Teaching.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College.
5. Excellent leadership, organisational and administrative skills.
6. Highly developed interpersonal and communication skills.
7. An ability to work collaboratively and facilitate dynamic teamwork.
8. An understanding of the Victorian Curriculum Capabilities.
9. An understanding of SEQTA or other relevant Learning Management Systems, including reporting processes.
10. A proven capacity to develop differentiated learning programs.
11. An understanding of effective use of educational research.
12. Proven success as an exemplary teacher.
13. Appropriate qualifications and educational experience.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan.

Applications close: 9:00am Monday 21st August 2023