



ROLE DESCRIPTION for PRIMARY CURRICULUM LEADER

Position Title:	Primary Curriculum Leader	Date:	Last reviewed 27/07/2022
Section:	Primary	Reports to:	Head of Academics, Learning & Innovation
Works with:	Head of Academics, Learning & Innovation, Head of Primary, Primary Welfare Leader, Primary Stage Leaders, Primary Teaching Staff	Contract Type:	Permanent Full Time
Load:	Leadership Level 2 Teach up to 0.5FTE	Commencement:	January 2023

PURPOSE OF POSITION

The Primary Curriculum Leader will work with Primary staff teams to support and implement the School Strategic Plan within the Primary Section in collaboration with the Head of Academics, Learning & Innovation, Head of Primary and Primary Stage Leaders.

They will foster collaboration and ownership of learning, teaching, curriculum and School initiatives and encourage high quality student learning and teacher pedagogy. The Primary Curriculum Leader must be willing to contribute to the co-curricular life of the School by developing activities with their teams that engage and capture staff and student interest.

The Primary Curriculum Leader is accountable to the Principal through the Head of Academics, Learning and Innovation for the coordinated implementation of the curriculum initiatives across the Primary Section and in connection with the Secondary Section. The Primary Curriculum Leader works with the Head of Primary on a daily basis to ensure curriculum objectives are being met across the Primary Section. They will provide curriculum expertise, guidance and support to Primary teachers to enable effective teaching strategies, learning programs and assessment and reporting systems for maximising student progress and growth. This role is part of the School's Middle Leadership Team.

The Primary Curriculum Leader's role includes the following key areas of responsibility:

- Curriculum development
- Teacher Effectiveness
- Development of student assessment practices
- Building of Primary teachers' capabilities

As an innovative future-focused leader, the Primary Curriculum Leader will focus on working with Primary staff to lead the Strategic Plan related to improvement of the teaching and learning programs of the Primary Section through building collective efficacy of teachers and curriculum design.

KEY RESPONSIBILITIES, ESSENTIAL EXPERIENCE, KNOWLEDGE & SKILLS

The Primary Curriculum Leader will work within the following domains;

CURRICULUM DEVELOPMENT

The Primary Curriculum Leader will:

- Oversee the implementation of curriculum policies, teaching programs, assessment strategies and reporting processes.
- Research new teacher pedagogies and develop plans to communicate and assist teachers to develop their understanding and use of these strategies in their practice.
- Monitor students' academic programs, progress and records.
- Mentor/appraise assigned teachers, including teaching programs, classroom practices and professional goals and development, with a dynamic, practical understanding of contemporary educational matters/resources and through the provision of regular feedback and written reports.
- Monitor student behaviour around learning in conjunction with Stage Leaders and manage the implementation of the School's behaviour management/ disciplinary procedures in liaison with the Primary Welfare Leader, other teachers and the Head of Primary.
- Collaborate with and advise other teachers about procedures and strategies for the management of individuals/groups of students as it relates to the classroom learning environment.
- Maintain a smooth transition for students from one Year and Stage to another and collaborate with the Head of Primary and Primary Welfare Leader in the formation of class constituency.
- Facilitate the discovery and formation of Christian values and lifestyle through effective Year/Stage activities with Stage Leaders and embedded Christian Worldview in curriculum documents.
- Ensure that staff complete Risk Assessments where necessary, especially in areas of higher risk and that safe working procedures for activities and equipment have been developed/displayed.
- Teach in an exemplary manner.
- Lead meetings for allocated staff or as required by the Head of Primary.
- Participate in regular meetings with the Head of Primary and other Primary leaders as well as with the School Executive (when necessary).

TEACHER EFFECTIVENESS

- Support all teachers to reflect on their practice, identify and set goals for improvement and evaluate the impact of their teaching on the learning outcomes of students.
- Identify and communicate evidence-based best practice pedagogical approaches that are known to lead to improvements in teacher effectiveness and learning outcomes for students.
- Identify and introduce known successful approaches to teaching and learning that develop critical thinking, problem-solving, communication and collaboration around school initiatives.
- Encouraging and promoting teachers to be explicit about the teaching of metacognitive strategies.
- Encourage a culture of collaboration and de-privatisation of practice amongst teachers.
- In collaboration with the Primary Learning Support Leader and Head of Diverse Learning, provide staff with training and experience in providing quality differentiated learning approaches to maximise student engagement and progress.
- Identifying and promoting evidence-based and highly effective teaching strategies to cater for the diverse learning needs of students in all classes and support teachers in their practice, in conjunction with the Head of Diverse Learning.
- Working with teachers to develop their students as reflective learners.
- Promoting excellence in teaching and learning across the Primary Section.

DEVELOPMENT OF STUDENT ASSESSMENT PRACTICES

- Ensure staff are actively involved in the use of quality assessment and feedback practices and are cognisant of RJ's expectations in this area.
- Assist the Head of Primary in overseeing the academic reporting process in the Primary Section.
- Ensure all Primary staff are aware of the reporting processes of the School.
- Oversees curriculum compliance across K-6 including Scope and Sequences, Assessment, Programs and Registers.
- Coordinate the implementation of NAPLAN testing in the Primary Section in conjunction with the Head of Primary, Head of Academics, Learning & Innovation and other teaching staff.

BUILDING OF TEACHER CAPABILITIES

- Develop and extend staff teaching capabilities by inviting them to stretch in their teaching practice and approaches to student learning in the Primary Section.
- Be involved in the development and mentoring of early career teachers in the Primary Section.
- In conjunction with Primary Stage Leaders, visit classes of Primary teachers when possible and give feedback to both the teacher and Primary leadership team.
- Raise teacher performance, development and accreditation issues as appropriate through the Principal, Head of Primary and other members of the Executive Team as needed.
- Assist with the induction, training and professional development of Primary School Staff.

COMMUNICATION

- Utilise Primary team meetings and other appropriate means to communicate any matters relating to Primary Curriculum, assessment and reporting processes
- Engage in effective communication with the School community.
- Demonstrate highly developed interpersonal skills.

OTHER

- Perform other duties as required by the Principal or delegate from time to time.
- The Primary Curriculum Leader will also participate in Primary Section decision-making with the Head of Primary and have a shared/rostered responsibility with other Primary Leaders for activities such as:
 - Primary Assemblies and Special events
 - Parent Information evenings
 - Primary Graduations and Presentation Events
- The Primary Curriculum Leader should:
 - Attend all designated School events and professional development activities.
 - Be available to attend all formal parent-teacher interview events as required.
 - Attend designated information evenings and other School events as required.
 - Attend to designated playground duties, sports duties, assemblies, excursions/incursions, allocated committees/teams and camps as required.
- Ensure students are wearing the School Uniform correctly.

REQUIREMENTS

- Actively support, especially by personal example, and encourage others to support the Christian vision, mission, aims and ethos of the School.
- Attend School activities, functions and events, including those held outside of School hours (unless excused by the Principal), particularly those activities, functions and events involving or related to any student/s connected to each teacher's respective area of teaching and involvement.
- Actively support the School leadership and assist with developing unity, respect and collegiality throughout the School community, by exercising discernment, confidentiality and a consistently positive attitude.
- Implement the Staff Code of Conduct and Child Protection Policy.
- Promote, through words and actions, harmonious and co-operative relationships among staff, students and parents/caregivers.
- Exemplify consistent integrity and professional characteristics such as high levels of application, diligence, organisation, communication and teamwork.
- Model exemplary teaching commitment and skills.

- Demonstrate good interpersonal skills and a willingness to engage with people in order to develop strong involvement and ownership.
- Show a desire for continuous self-improvement and innovation, including the integration of ICT in teaching and learning.
- Ensure personal understanding of School policies and procedures and implement them as appropriate, including adherence to policies and procedures documented in the Staff Handbook and relevant Section Handbook (such as the Staff dress code).
- Maintain currency with educational literature and research, fostering in self and in others an awareness and knowledge, so that contemporary educational pedagogy and practices are constantly evaluated and utilised.
- Record interactions with parents/caregivers related to student progress and welfare and refer information to the relevant School personnel to achieve a coordinated approach.
- Display flexibility and the capacity to handle change, especially should other responsibilities need to be undertaken.
- Maintain currency of accreditation and professional development as per NESAs requirements and provide proof of NESAs financial status to the School.
- Ensure currency of Working With Children Check employment clearance with the Office of the Children's Guardian and provide proof of renewal as required.

ESSENTIAL CRITERIA AND QUALIFICATIONS

- A committed Christian and an active member of a church.
- Teaching degree and post graduate qualifications in Education, Educational Leadership or other higher degree in a relevant discipline.
- Demonstrated high level of understanding of the Australian Professional Standards for Teachers
- Proven high level organizational, planning skills and attention to detail.
- Demonstrated outstanding classroom teaching skills and the capacity to coach and support colleagues to continually improve teaching, learning and curriculum development.
- NESAs Accreditation and Working With Children Check Employment Clearance currency
- First Aid currency (at *Provide First Aid* level)
- Punctuality, reliability and flexibility
- Initiative and problem-solving skills
- Good physical fitness and no physical ailments, or details of any relevant illness/injury disclosed on Application for Employment form.
- Competency in Microsoft Office applications and web-based applications (Office 365, CANVAS, OneNote, One Drive etc.)