

# Marian College

## Curriculum Leader - Vocational Major



### Position Description

POL	POL 2 + 6 lessons time release per fortnight
Position reports to	Principal, Head of Learning and Teaching

### Position Overview

The Curriculum Leader is responsible for fostering capacity-building and leading a curriculum team of educators in co-creating, documenting, implementing, and evaluating the learning and teaching programs at Marian College. The role involves strategic alignment with the College's vision, enhancing teacher pedagogy, supporting student learning, and engaging the wider community.

This role supports Subject Teachers to foster a learning culture that is safe, inclusive, rigorous, engaging and future focused.

### Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership.

### Leadership and Vision

- Collaborate with the Head of Learning & Teaching in relation to the development, maintenance and monitoring of high-quality teaching and learning practices within the Curriculum area
- Through active engagement on the College Curriculum Team, provide vision to relevant staff and work to promote the curriculum area within the College
- Remain current with the requirements of the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the Victorian Curriculum and Assessment Authority (VCAA)
- Take an active role in remaining up-to-date with best practice in their Curriculum Area and to model exemplary teaching and learning practices with an optimistic outlook and forward thinking planning
- Manage and lead the curriculum area in ways that respect and use the professional experience and expertise of its members and inspire their own professional practice and learning
- Create curriculum area strategies in line with the whole school vision and development e.g. Annual Action Plan and Strategic Plan
- In collaboration with the Head of Learning & Teaching, participate in data analysis of VCE subjects within the curriculum area with a view to future improvement
- Utilize student data and contemporary research to support the development and evaluation of improvement initiatives and learning area goals
- Model empathy, perseverance, patience and professionalism in all relationships
- Actively support decisions made by the College Leadership Team and the College Learning and Teaching Team.

### Pastoral Care

- Develop an inclusive, safe, and nurturing culture for staff and students within the Curriculum area
- Promote restorative approaches in resolving interpersonal conflict (staff-student, student-student)
- Demonstrate commitment to building a common approach to behaviour support that encourages respect amongst students such as SWPB and wellbeing programs implemented by the college
- Liaise with Transition Coordinator and Learning Diversity Coordinator when required regarding student needs and transitions.

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## Academic Progress and Student support

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- Develop and refine assessment, feedback strategies, and reporting processes to promote student agency, growth and achievement
- Monitor student academic performance in collaboration with teachers and parents
- Assist in the identification and support of students at risk
- Cultivate suitable enrichment opportunities for teachers and students within the Curriculum area
- Support teachers of the Curriculum Area as they plan, develop, document and deliver lessons that ensure the individual student's learning needs are addressed in the classroom - such as EAL students, and students with diagnosed learning difficulties
- Attend student focused meetings such as Wellbeing, WATL meetings, PSG and Student Support Group meetings as required.

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## Staff Leadership and Development

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- Support teachers, particularly those new to the Curriculum Area, in their familiarity with procedures relating to learning and teaching at Marian College such as; reporting, curriculum documentation, moderation and differentiation
- Ensure that teachers in the Curriculum Area at all year levels produce and deliver a supportive and inclusive curriculum suited to the needs of all students at all times
- Collaboratively manage the development of learning materials e.g. Google Team Drives and Google Classrooms, and encourage and facilitate the sharing of professional reading and resources
- Facilitate processes to engage teaching staff in the ongoing development of relevant, contemporary, and forward-thinking curricula
- Promote an approach of continual learning amongst staff in the Curriculum area and support individual staff in identifying areas for professional learning and growth.

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## Communication and Engagement

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- Build strong relationships with families, including through regular updates, ILP reviews and parent meetings
- Represent the Curriculum Area at College events such as the Year 7 Information Night/Open Night, Awards evening, Whole-School Assemblies and other college events as directed by the Principal
- In collaboration with subject teachers, notify and engage with parents regarding unsatisfactory academic achievement where required
- Work collaboratively with subject teachers and/or Head of Learning & Teaching to convene meetings with parents as needed to support student academic success
- Recognise student academic achievements and acknowledge these through College publications and social media where appropriate including the College chronicle
- Seek opportunities for students to engage in the wider community in Curriculum Area related experiences.

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## Specific tasks

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- Sign off on Professional Learning opportunities for staff within the Vocational Major Curriculum area.
- Sign off on Excursions for classes within the Vocational Major Curriculum area
- Work in collaboration with the Pathways Coordinator to support students with Work Placement programs.
- Administer VET courses and ensure compliance with this
- Work collaboratively with the Business Manager to manage resources to support the curriculum with care and consideration
- With assistance from Administration Staff ensure that resources are ordered in a timely manner
- Report any OH & S issues within the curriculum area to the Business Manager especially in regards to equipment in the Applied Learning Workshop.

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## Commitment to Child Safety

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Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Curriculum Leader must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

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## Health and Safety

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All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

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## Other Duties

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It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.