

College Curriculum, Assessment and Reporting Leader

Position Description

Position Level

Leading Teacher

1 Position

College Curriculum, Assessment and Reporting

Selection Criteria

KSC1 Demonstrated high level understanding of initiatives in student learning including the Standards, the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to provide leadership in the alignment of these areas.

KSC2 Demonstrated high level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved learning.

KSC3 Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity.

Introduction

The focus of this College wide position is on leading, managing and the improvement of the learning program through the processes of curriculum planning, assessment, moderation and feedback. The Leader would be responsible for our total curriculum (Year 7 through to 12) as well as providing intellectual and coaching support to the Curriculum Area Leaders (CALs). This position also involves leading, managing and improving curriculum support systems and programs, such as; data collation, retrieval, access, analysis and reporting to staff, testing and examinations, VCAA compliance, reporting and assessment, DET compliance and the development, analysis and reporting of all data measures relating to the Annual Implementation Plan, Strategic Plan and School Review.

It is expected that the Leading Teacher performing this role will:

- Provide high level educational leadership in the school community and beyond.
- Provide significant presence as a member of the School's Leadership Team.

- Support the Administration of the College and all other leaders and staff of the College in ensuring all school policies are implemented.
- Build and maintain collaborative teams and develop cooperative working relationships that produce excellence in teaching and learning.
- Demonstrate exemplary classroom teaching skills and successfully employ a range of suitable approaches that assist students to reach their full potential.
- Provide high level professional assistance to other teachers and to participate in actively promoting and supporting the College Performance and Development Process; including opening your classroom to other teachers, carrying out observations and walkthroughs and providing critical and constructive feedback.
- Actively contribute to and support a broad range of extra-curricular activities including: EXPLORE Evening, Parent Information Evenings, Pastoral Care Programs, College celebrations and other events.
- Demonstrate high level communication skills and professional behaviour when interacting with parents, students, colleagues and community.
- Show a strong commitment to developing their own ICT skills and actively use and encourage the use of ICT by others within the classroom.
- Actively contribute to the implementation of the Strategic Plan, Annual Implementation Plan, along with a broad range of other activities.
- Adopt a flexible attitude to the Leadership position description and complete other duties as required by the College Principal.

Building School capacity and learning culture

- Take responsibility for the Key Improvement Strategies outlined in the Strategic Plan and Annual Implementation Plans and the continued improvement of student performance against the goals and targets.
- Play a lead role in the initiation, planning and management of significant change in response to new educational directions and the Strategic Plan.
- Lead the work undertaken in curriculum documentation and improved teaching and learning underway in the College overseeing the Curriculum Area Leaders. (Scope and Sequence of skills and knowledge, Key lessons, vocabulary and documentation etc.).
- Conduct, with the Pedagogy and Staff Development and Student Outcomes and Enrichment, a whole school review into strategies and programs that will enable all students to achieve high level learning outcomes.
- Work collaboratively with the Senior School Student Engagement and Wellbeing Leader in leading the development of a school curriculum model year's 10-12 VCE/VCAL/VET program which caters for the diverse needs of the students and prepares them for their chosen pathways and VCE assessments and exams.

- Oversee key processes such as assessment, moderation and feedback are effectively supporting curriculum delivery providing support to Curriculum Area Leaders.
- Actively promote and continue to embed our school culture of positive psychology.
- Work collaboratively with all other Leading Teachers to develop processes which encourage all staff to collect student surveys and other data, then train them to use this data to improve their teaching practices.
- Take responsibility for ensuring that all curriculum programs are documented, online and in publications for staff, parents and the community to access.
- Liaise with the DET, regional or other consultants to facilitate the college's effective participation in relevant curriculum programs and activities.
- Draw on the support of experts in evaluating the college curriculum and performance data and responding to the findings.
- Lead and manage the College Assessment and Reporting. Develop timelines, oversee administration and ensure publication to the College community by reporting deadlines.

Building Teacher Capacity

- Initiate and Support staff in the processes of curriculum development, planning and review, specifically in relation to Vic Curriculum, VCE, VETiS and VCAL study designs.
- Disseminate DET guidelines, research and materials to ensure all key staff are kept informed, to stimulate debate and provide teachers with models of quality teaching.
- Ensure that the CALs produce agendas and minutes for meetings and run effective meetings which allow planning and moderation time.
- Lead, support and mentor CALs in undertaking their roles as leaders of teaching and learning.

Building Student Capacity

- Ensure that there are common assessment tasks across all CAs and all year levels and that these assessment tasks address all learning styles and needs.
- Develop and lead the pastoral care programs and provide an outline of roles and responsibilities to Homegroup teachers.
- Liaise with CALs and the Careers and Pathways staff to prepare course counselling material.

- Lead the ongoing review of electives and develop curriculum design that provides for diverse learners and diverse pathways.

Building Parent and Community Capacity

- Develop a College Curriculum Handbook which contains the College Learning Programs for the staff and the community.
- Provide regular curriculum information, advice and reports on college curriculum developments and decisions to leadership team, staff, council and the community.
- Drive our College VET program including VETis.
- Work as an effective and active member of the BLLEN representing the College.
- Develop post-school pathways relationships and partnerships.