MIDDLE SCHOOL CURRICULUM LEADER
(TIER 2)
ROLE STATEMENT

Lourdes Hill College exists to inspire young women to create a better world. It is a place of educational expertise and sound learning procedures where individual differences and the potential of each student are respected. Young women are given the opportunity to pursue academic excellence and personal fulfilment in a culturally rich environment. They are encouraged to seek for truth and human wisdom enlightened by Christian values within a Benedictine framework.

The three Middle School Curriculum Leaders will have a vital role in the next phase of strategic growth of the College. The role involves the day-to-day leadership of the Year 7 to Year 9 curriculum within a collaborative arrangement with the Heads of Faculty. The Middle School curriculum will be delivered in a thematic/connected approach across three groups of subjects:

- Relationships Curriculum – English, Humanities, LOTE, RE
- Creativity Curriculum – Art, Music, Drama, PE, HE
- Investigation Curriculum – Maths, Science and Technology, Business

The Curriculum (Curriculum) Leader will teach at least one subject within the Curriculum and lead the Curriculum Teacher Team in their delivery of the learning program with a thematic/connected approach.

The Middle School Creativity Leader is accountable to the Principal through the Deputy Principal – Middle School and the Assistant Principal – Learning and Teaching for the programs of work, performance of staff and academic welfare of students in their area.

All Heads of Faculty and Curriculum Leaders are members of the Curriculum Committee of the College. A major expectation of members of this committee is that they support and contribute to the promotion and implementation of the current strategic directions of the College.

The role of the Middle School Curriculum Leader is to support the mission of the school through leadership of the learning and teaching program. This involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decisions; developing appropriate partnerships within and outside the school; and prudently administering available resources.
A Middle School Curriculum Leader at Lourdes Hill College will demonstrate the following attributes:

a. A clear vision of and support for the school’s mission and its underlying values and ethos.

b. Leadership capacity – a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skills, ability to communicate appropriately and ability to foster cooperation and collegiality.

c. Success as a classroom teacher.

d. An appropriate level of professional qualification both formal and informal and/or relevant experience.

e. Professional activity through membership of professional associations and on-going professional development.

The Middle School Curriculum Leader:

Responsibilities and typical duties of the Middle School Curriculum Leader include those of the classroom teacher and the following:

Develops and implements the Middle School Curriculum Team vision within the ethos and the broader curriculum goals and strategic directions of the College

- to contribute to the leadership of the school through analysis of student performance data and addressing areas of concern through appropriate interventions
- to keep abreast of developments within the area of responsibility through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
- to actively promote and pursue the overall curriculum goals and strategic directions of the College
- to actively seek to engage the Curriculum Team with current developments in the academic area
- to articulate the vision of the Curriculum Team
- to contribute promotional material for the College Newsletter on a roster basis, the six-monthly Link, the annual College Magazine and also through the Leadership Team to the local media
- to keep staff informed of current curriculum developments
- to support staff in their professional development
- to ensure that programs remain current and relevant to student needs
- to support and contribute to the development of middle school curriculum initiatives
- to work with the staff of the Faculty of Differentiated Learning and also the International Student Coordinator to develop and implement programs for students who require additional support
- to actively support and implement collaborative initiatives to integrate digital learning practices from Year 7 to Year 9.
Develops required programs in consultation with Heads of Faculty, Curriculum staff, and ACARA, and oversees program implementation

- to write, or collaborate in the writing of, all required work programs within a framework based on the current strategic directions of the College and national, state and local requirements
- to work collaboratively with the Deputy Principal – Middle School to design and implement a formal program of NAPLAN preparation for Year 7, 8 and 9 students
- to work with Heads of Faculty to ensure optimum coverage of the relevant subjects within the connected approach to learning
- to ensure that the range of individual student abilities is catered for
- to prepare an Annual Report of Curriculum initiatives within work programs to extend high achieving students as well as supporting all students within an approach that is grounded in the principles of differentiated learning
- to prepare an Annual Report of Curriculum Team initiatives within work programs to promote and implement the “LHC Learning Framework” that is based on the Dimensions of Learning Curriculum Pedagogy
- to prepare an Annual Report of Curriculum initiatives within work programs to promote and implement middle school initiatives, cross-curricular learning/teaching and assessment, and the integration of digital learning initiatives
- to oversee the process of Curriculum meetings and subject team meetings so that communication is effective and goals and priorities are clear to all staff
- to encourage the professional sharing of appropriate teaching and learning strategies
- to ensure that appropriate risk management strategies and OH&S procedures are in place and implemented by staff
- to consult with the Assistant Principal – Learning and Teaching and the Heads of Faculty on proposed excursions and guest speakers
- to oversee the development and effectiveness of assessment tasks, with a particular view to ensuring connectedness of learning
- to moderate student results in consultation with the relevant staff

Monitors student performance and progress

- to supervise the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions
- to maintain an effective system for recording student results in consultation with Heads of Faculty
- to ensure that all staff are clear on record keeping procedures and that these are adhered to
- to develop, in consultation with the Assistant Principal – Learning and Teaching and the Heads of Faculty, performance indicators to monitor the development of student outcomes over time
- to monitor the results of individual students to ensure that improvements can be tracked and their individual needs are met through modification of programs or strategies as required, in order to facilitate the maximum learning outcomes for all students
- to actively promote and support structures and processes to nurture a culture of academic mentoring for all students from Year 7 to Year 12
- to use the information from the NAPLAN test to promote ongoing discussion and review of the curriculum within the Curriculum.

Mentors staff and monitors performance

- to supervise the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice
- to engage in professional discourse with staff on an individual and team basis through regular meetings
• to induct beginning and new teachers into the vision and procedures of the Curriculum Team
• to meet regularly with beginning teachers and observe their teaching to assist in their successful induction into the profession
• to ensure that the vision and procedures of the Curriculum Team are clearly communicated
• to be familiar with the strengths and development needs of staff
• to draw on and develop the expertise of staff
• to monitor and assist teachers experiencing difficulty in the classroom so that they themselves work through complex issues to resolution
• to collaborate with the Deputy Principal – Mission in the appraisal process for staff
• to organise and oversee the work of support staff assigned to the department
• to suggest professional development programs for staff
• to assist the Assistant Principal – Learning and Teaching with the allocation of timetabled classes

Oversees the development of learning/teaching resources
• to manage financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds
• to put forward a budget submission annually in line with the vision and developmental needs of the Middle School Curriculum
• to determine the resources to be purchased through the library and to regularly evaluate and dispense with out-dated textbooks, replacing them with online resources
• to liaise with the Director of Information Services in relation to the effective use of textbooks
• to manage the implementation of the Middle School Curriculum budget

Performs administrative duties
• to develop a handbook outlining the vision and procedures of the Middle School Curriculum
• to ensure the ordinary maintenance of books, equipment and buildings and to report safety issues in writing to the OH&S Committee as required by the WOH&S provisions
• to organise procedures with regard to assessment setting and scheduling
• to ensure the integrity of all record keeping
• to ensure that all copyright law is adhered to
• to attend meetings and parent evenings as required by the Leadership Team

Develops and implements an appropriate communication and co-curricular program
• to regularly communicate with stakeholders about issues of legitimate interest and/or concern
• to develop opportunities for performance by students in subject related activities
• to co-ordinate performances/participation
• to encourage students and staff to participate in the co-curricular program

The Middle School Curriculum Leader will also undertake any other duties that emerge/are directed by the Principal that pertain to the role.

Reporting Relationship
The Middle School Curriculum Leader is responsible to the Deputy Principal Middle School.

Conditions
This is a position of Curriculum Leadership, currently at Tier 2.