



CURRICULUM LEADER – HUMANITIES

The Ridgeway Campus

Position Description

Full-time ongoing position to commence Term 1, 2018.

The Role:

The Curriculum Leader is responsible and accountable for ensuring the quality of all curriculum, assessment and reporting in the learning area. The particular focus of the Curriculum Leader will be to work in support of the Heads of Learning Areas, ensuring that high quality learning is occurring. Ultimately the Curriculum Leader is responsible for overseeing the quality assurance of all programs in the learning area. This is a position of responsibility and attracts an allowance. The position has a 3 year tenure.

Reports to:

The Curriculum Leader reports to the Heads of Learning Area. The role is ultimately responsible to the Director of Academic Learning for the curriculum and quality assurance in their learning area.

Key Relationships:

The Curriculum Leader works closely with other Curriculum Leaders. The position leads the teachers, support staff and students within the learning area.

Main Responsibilities & Accountabilities

Key Accountabilities	<ul style="list-style-type: none"> • To develop, implement and review the curriculum of the learning area • Assist the Head of Learning Area in developing learning areas and individual teacher action plans, KPI's and overall academic outcomes • Annual performance review against KPI's set for the academic year to be conducted by the Head of Learning Area and Director of Academic Learning.
Curriculum & Assessment	<ul style="list-style-type: none"> • Ensures that The Ivanhoe Learner Framework is embedded in the learning area • Ensure assessment outlines and standards are consistent with the learning framework • Ensure all teachers deliver the curriculum appropriately and consistently, according to the course outline • Maintain an awareness and understanding of changes to the VCE/IB curriculums • Liaise with the relevant Head of Learning Area over the selection and development of relevant curriculum and teaching resources for the delivery of the course • Leads the learning area in the implementation of whole-school improvement strategies related to curriculum planning and delivery • Oversee the work of teachers to ensure that they remain abreast of subject specific developments and policy change • Work closely with other Curriculum Leaders to ensure continuity across the curriculum and The Ivanhoe Learning Framework • Align curriculum, standards, instruction and assessment to ensure appropriate coherence and sequencing • Ensure that each learning area caters for the diverse learning needs of all students, both in terms of curriculum and assessment • Ensure all documentation (course outlines, assessment etc.) for the learning area is current, accurate, relevant and accessible in the LMS • Ensure appropriate infusion of eLearning within courses • Manage all requirements for continuous reporting within the LMS.
Learning & Teaching	<ul style="list-style-type: none"> • Ensure that an engaging, diverse and flexible curriculum is taught within The Ivanhoe Learning Framework • Supports the Learning Area's culture of high expectations, collaborative planning and monitoring student learning and performance • Use data to inform practice closely linked to the school wide data plan • Analyses student achievement and formative feedback to develop strategies to maximise learning • Assist the Head of Learning Area in implementing school wide standards for learning and teaching • Monitors, evaluates and continually improves the quality of planning teaching and assessment of all members of the learning area • Models, coaches and promotes classroom strategies that maximise students learning and incorporates the principles of ever-changing contemporary learning • Lead and ensure teachers are embedding eLearning in their practice consistent with the School's Learning Plan
Staff	<ul style="list-style-type: none"> • Works closely with other Curriculum Leaders to embed consistent high standards of curriculum administration and assessment across the School • Supports and meets regularly with the Head of Learning Area.

	<ul style="list-style-type: none"> • Leads, supports and meets regularly with teachers from the learning area • Leads the development of a culture of collaboration, open classrooms and providing on-going feedback and coaching • Supports the Head of Learning Area with Appraisal For Growth within their learning area and the development of individual action plans. • Identifies performance management issues and takes responsibility to resolve the concerns in the first instance • Responsible for the induction of all new staff within the learning area • Monitors and actively supports the professional growth and wellbeing of teachers • Promotes learning area
Budgeting & Resourcing	<ul style="list-style-type: none"> • Coordinates budget requests for the learning area and ensures funds are well managed • Works closely with the Head of Learning Area regarding budgetary requirements
General	<ul style="list-style-type: none"> • Manage and support teachers in dealing with student and parental concerns • Promotes the learning area within the School and learning opportunities for students • Meets regularly with teams and liaises with the Curriculum Leader from the other campus • Supports and reinforces student expectation and pastoral procedures within the learning area • Completes additional tasks as required
Essential Qualities and Skills	<ul style="list-style-type: none"> • An outstanding classroom practitioner who can lead by example and model exceptional practice • Demonstrated ability to lead Teams and manage staff. • A passion for curriculum innovation and development • Have up-to-date knowledge of broader educational developments and best practice • Excellent interpersonal, communication and organisational skills • Demonstrated ability to lead, motivate, coach, coordinate, delegate and empower other to achieve outcomes • The ability to maintain professional relationships at all times, acting with authenticity and integrity • The ability to challenge and improve performance • A demonstrated knowledge to, and flair with, the use of technology in education and an awareness of emerging technologies • Be an active contributor in the School community and the willingness to be involved in the broader life of the School

All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School's Christian ethos and able to contribute to the sporting and wider co-curricular program.

This position description is an overview of the major duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School's Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

Applications

Please refer to the School's website www.ivanhoe.com.au/currentvacancies

for the application process. Only applications using the online application form will be accepted. Applications will close when a successful candidate has been appointed. Interviews will take place during this process.

Applications will close midday on Friday 22 September 2017 and should be addressed to:

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