

# CURRICULUM LEADER

## Full-time or Part-time

## Generic Job Description

A Curriculum Leader provides leadership and management of their academic area by overseeing and coordinating the curriculum, staff, budget and resources in their department.

Responsible to: Director of Teaching and Learning

### Main Duties:

#### Key Strategies for Curriculum Improvement

The College is committed to the development of consistent and continuous curriculum design and delivery throughout the school to extend and enhance our students' academic progress. Contributing to this will be:

- a comprehensive implementation of the Western Australian Curriculum Framework
- the establishment of a partnership with the International Baccalaureate Organisation (IBO) and the introduction of the IBO Primary Years Programme (PYP) and Middle Years Programme (MYP).
- the adoption where appropriate of other aspects of contemporary educational best practice.

The position of Curriculum Leadership is one within a revised organisational structure that signifies a new approach to Curriculum Leadership and Coordination at Scotch College. This structure is one element within a general school-wide design for improving learning outcomes.

#### Core Purpose of Curriculum Leaders

Curriculum Leaders hold overall responsibility for the management of teaching and learning activities, staff and resources in a learning area from Years 6 - 12. The focus of their role will be curriculum improvement in Years 6 to 10. Administration of Year 11 and 12 courses is largely delegated to Course Managers.

Curriculum Leaders are members of the MYP Educational Team and are mutually responsible for curriculum development in Years 6 to 10.

Curriculum Leaders are also individually accountable to the Headmaster and the Executive Member responsible for IB implementation and development for promoting student learning by planning and executing the implementation of the College's key curriculum strategies within the framework established by the IB Management Team.

They provide professional leadership to ensure:

- systematic innovation in curriculum design
- systematic innovation in teaching and learning practices
- management of people and relationships
- management of resources
- management of information
- continuous improvement through reflective practice

### **Key performance indicators**

As a basis for the achievement of curriculum improvement, Curriculum Leaders will establish an action plan that will include appropriate indicative targets to ensure that outcomes set by the Headmaster and Executive relating to the College's key curriculum strategies and mission statement are fully met.

An indication of the key outcomes that will result from this action plan follow.

### **Systematic innovation in Curriculum Design**

Curriculum Leaders plan and execute innovation in Curriculum Design. This role includes the development of a range of courses with an appropriate scope, content and sequence for Years 6 to 10 which:

- blend together the various content and process requirements of the Curriculum Framework and IB MYP
- have an outcomes focus and are backed by appropriate student outcome statements
- are based on continuous learning outcomes from Year 6 to Year 10
- are subject to systematic authentic monitoring and assessment
- are capable of delivery using a wide range of teaching and learning strategies
- reflect attempts to achieve continuous improvement in curriculum design and delivery

There is to be a staged introduction of the IB MYP. The first revised courses for Years 6, 7 and 8 will be ready for the start of 2003. Achievement of outcomes from these courses will be used as the basis for reporting and communication to parents.

### **Systematic innovation in teaching and learning practices**

Curriculum Leaders contribute to enhanced teacher and learner effectiveness by:

- teaching classes within the Year 6 to 10 range and modelling an appropriate range of teaching and learning practices, including cooperative learning, action learning, strategies for coping with differences in preferred learning styles, general study skills including enhanced opportunities for self-reflection, and use of information technology
- working with other staff members to promote the use of a broad range of appropriate contemporary teaching and learning strategies
- being responsible, as a member of the MYP Educational Team, for recommendations to the College Executive for future teaching and learning at the College.

#### **Note**

*A key outcome of the innovations in curriculum design and teaching and learning practices will be that matters concerning transition (from PYP to MYP, from Year 7 to Year 8 and from MYP graduation to Curriculum Council Year 11 and 12 courses) will be addressed.*

*This task will involve the development of a close understanding and working relationship with staff involved in leadership and delivery of the PYP and Year 11 and 12 courses.*

### **Manage people and professional relationships**

Curriculum Leaders are managers of people and professional relationships such as those involved with:

- the professional growth of staff working within their areas of responsibility
- the coordination of teaching teams and liaison with Year 6 and 7 Class teachers
- develop a positive working relationship with other members of the MYP Educational Team

## **Manage resources**

Curriculum Leaders are managers of resources including:

- maintenance and development of resources to support curriculum delivery within their curriculum areas of responsibility.
- the budget for their curriculum areas of responsibility

## **Manage information**

Curriculum Leaders are managers of information including:

- communications with teachers working within their curriculum area of responsibility
- communications with stakeholder groups about courses offerings
- communications with staff involved in pastoral care system regarding student progress

## **Participate in Formative Appraisal**

Curriculum Leaders participate in formal process of professional review or reflective practice as part of the College's formative appraisal processes.

*Scotch College has a commitment to excellence in its academic programme so as to prepare its students in the best possible way for the future. In order to achieve this, the School offers the Middle Years Programme (MYP) of the International Baccalaureate from Year 6 to 10. This curriculum initiative provides exciting and innovative challenges for the teaching and learning programmes of the School. The MYP gives equals to all curriculum areas so that students moving through the School will not only have the best in a comprehensive education but also the opportunity to develop excellence. As this is a new development, all staff will be assisted by Curriculum Leaders and a Professional Development programme so they can contribute fully to this initiative.*

*All appointees are expected to participate in the Co-Curriculum and to be in sympathy with the ethos of this Uniting Church School.*

The successful candidate will be required to provide evidence of current registration with the WA College of Teaching and (if applicable) a Working with Children certificate.

Applications in writing with the names and addresses of two professional referees should be sent to Human Resources Officer, Scotch College, PO Box 223, CLAREMONT WA 6911.

Enquiries to: Human Resources Officer on 9384 1466 or [CRBoyle@scotch.wa.edu.au](mailto:CRBoyle@scotch.wa.edu.au) during school hours.

Applications may be submitted via email: [CRBoyle@scotch.wa.edu.au](mailto:CRBoyle@scotch.wa.edu.au)

Applications are to be on A4 pages stapled in the top left corner.  
No plastic or heavy folders please.