

Assistant Curriculum Leader

JOB DESCRIPTION



Reports to: Curriculum Leader and indirect report to the Deputy Head of Middle School – Teaching & Learning

Position Summary

The position of Assistant Curriculum Leader (ACL) is an additional position of responsibility with the Middle School. The purpose of the role is to actively support the Curriculum Leader (CL) in managing and developing the curriculum, assessment, and pedagogy in Years 6 to 8. Although this position will directly report to the relevant Curriculum Leader you should also expect to work closely with, and take direction from, the Deputy Head of Middle School – Teaching & Learning.

An Assistant Curriculum Leader plays a crucial role in the Middle School by overseeing and managing the curriculum within their learning area. They lead the development and implementation of curriculum strategies to enhance student learning outcomes and model exemplary teaching practices. Additionally, they promote continuous improvement through reflective practice and innovation in curriculum design and teaching methods.

The Assistant Curriculum Leader position is available to academic staff members and requires a teaching workload primarily within the Middle School.

Essential Criteria

Education & Training

- Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education
- Registration with the Teacher Registration Board of Western Australia
- Post Graduate degree (or working towards) - desirable

Core Competencies (Knowledge, Skills and Experience)

Professional Knowledge

- Ability to model exemplary pedagogical practice, and lead and positively influence others
- Outstanding content knowledge with ability to improve and innovate teaching programmes and assessments
- Proven ability to differentiate curriculum to cater for a wide range of abilities
- Able to provide a safe environment that is proactive, student focussed and oriented towards prevention and intervention
- Experienced in using and analysing data to make informed decisions about the effectiveness of the curriculum and identify areas for improvement
- Awareness and understanding of the Australian Curriculum and SCSA requirements relevant to their learning area

Leadership Skills

- Ability to lead and positively influence team members to continuously seek improvement and professional growth
- Strong emotional intelligence with the ability to communicate effectively, manage relationships, build rapport and trust with others and make appropriate decisions to achieve positive results
- Able to create an environment that empowers staff to manage their own teaching through ensuring an open, welcoming atmosphere, initiating regular constructive discussions, and leading by example
- Initiate and maintain positive and productive communication with parents, students, and staff
- Demonstrate a positive approach to new and challenging situations and find creative solutions to complex issues
- Show strong organisational skills with the ability to record and take notes, and coordinate conversations on SEQTA
- Develop and maintain positive working relationships with other key College staff such as; the Middle School Leadership Team, Inclusive Education, College Psychologists, ILTES, staff, students and families
- Ability to set relevant agendas and run effective department meetings
- Ability to induct and develop staff to ensure delivery of the highest standard of teaching and professional practice whilst embracing the Vision, Mission, and Values of the College

Additional requirements and values

- Demonstrate a positive outlook with the willingness to be involved in Scotch College life
- Provide guidance and support for staff regarding the College's policies and procedures
- Show flexibility and the ability adapt to a dynamic environment
- Display effective decision-making abilities and solution-based thinking
- Possess a high level of personal integrity and credibility, and maintain confidentiality
- Embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Abide by organisational Health & Safety Policy, Procedures & Guidelines
- Recognise Scotch College is a Child Safe Organisation, and uphold the College community's commitment to a shared culture of child safety

Core Responsibilities and Tasks

Curriculum Development

- Work with Curriculum Leader (CL) and colleagues in the Middle School to develop teaching programmes that support the engagement and learning of all students
- Liaise with the Deputy Head of Middle School – Teaching & Learning to review and enhance teaching programmes
- Assist in the transition of students from Year 5 and into Year 9
- Lead the development and review of SEQTA programmes across Years 6 to 8
- Support colleagues within the department to write effective assessments that caters for a range of abilities
- Collaborate with Inclusive Education Coordinator and ILTES to develop programmes
- Support classroom teachers in their application of the behaviour management flowchart
- Be proactive in communicating with parents regarding information about their son's academic progress at the College, and schedule meetings when appropriate

Leadership

- With the CL, conduct fortnightly curriculum meetings with department to discuss operational business, programme development and student matters
- Meet regularly with the Middle School Curriculum team to review, develop and plan whole school innovative programmes
- Analyse relevant data to determine the needs of individual students and department in general
- Organise and lead events and activities which contribute to the development of the learning area

- Support the induction and probation process for new staff in the department in liaison with CL, including where appropriate carrying out classroom observations
- Attend to other reasonable duties required by the CL including involvement in staff recruitment processes
- Contribute appropriately to the implementation of the College's Strategic Plan
- Collaborate with the CL to develop Annual Improvement Plan for the department.
- Submit an Annual Report to the Head of Middle School detailing department activities, including highlights and recommendations for improvement

Administrative

- Assist CL with monitoring of SEQTA marksbooks across Years 6 to 8
- Liaise with department staff and CL regarding assessment and reporting timelines and grade allocation across Years 6 to 8
- Monitor student accommodations for assessments in SEQTA
- Ensure all communication with parents is documented in SEQTA along with notes from scheduled meetings with students
- Oversee the storage of teaching and learning resources within Scotch Central
- Meet regularly with CL
- Attend meetings in place of the CL when needed
- Facilitate other administrative processes as required to assist the efficient running of the College

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 13/08/2026