

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

Leader of Curriculum

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## **College Overview**

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

## **Our Purpose**

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

## **Position Overview**

The Leader of Curriculum has a responsibility to provide curriculum leadership, in line with College initiatives, to the teaching staff to strengthen and enhance teaching practices and learning within the College Community. The Leader of Curriculum also has a responsibility to cultivate a learning environment which values innovation, achievement and excellence and maintain and share knowledge of latest trends in pedagogy and their relevance for the College.

## **Key Responsibilities**

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role, in the relevant KLA areas.

### **Ensuring the integrity of programming, assessment and reporting and effective educational administration by:**

- Sharing in the leadership and development of a whole College approach to curriculum planning and design, implementation and evaluation, in the relevant faculty areas
- Ensuring all teaching programs, assessment tasks and scope and sequence documents, fulfil NESA and College requirements, are kept in a central location and all registration and evaluation procedures are completed each semester
- Archiving required documents for the period of registration and accreditation
- Assist the Director of Teaching and Learning with the preparation of assessment booklets, subject selection booklets, assessment schedules and information sessions
- Liaises with the Director of Teaching and Learning to collect and confirm Assessment Schedules, ROSA Grades and HSC Assessment results
- Assisting with the development, completion and proofing of academic reports
- Participate in Curriculum Leadership Team meetings

### **Supporting effective and innovative Teaching and Learning by:**

- Fostering best practice in pedagogy by keeping informed of recent trends, sharing concepts and ideas through appropriate forums and modelling effective practice
- Supporting the Principal and Deputy Principal in the implementation of the Professional Development Framework
- Creating opportunities for the integration of technology into teaching and learning practice



- Ensuring an appropriate teaching/learning environment for both students and staff
- Providing opportunities for professional sharing and dialogue through regular faculty meetings
- Support the Leaders of Integrated Learning to create programs, experiences and assessment that support the Towards 2030 strategic plan for curriculum design

**Identification and support of the individual learning needs of students by:**

- Promoting collaboration between learning support staff and appropriate subject teachers to ensure the development and implementation of learning support plans for students with special needs.
- Exploring, developing and promoting opportunities for student enrichment and extra-curricular activities across the College
- Coordinating student participation in external examinations, competitions and curriculum based externally managed events and activities
- Creating opportunities for teaching staff to review and analyse student academic data and develop ways for this information to support teaching and learning design and practice

**Contributing positively to the ethos and strategic direction of the College as well as working productively as a member of a team, actively promoting WHS procedures and working collaboratively with College staff.**

**Knowledge, Skills and Qualifications**

- Bachelor of Education (or equivalent)
- At least five years teaching experience including experience in a leadership position. K-12 experience preferred

**Personal Qualities and Attitudes**

- Supportive of the Christian ethos of the College.
- Experienced, passionate and innovative teacher with a good knowledge of the NSW Syllabus and curriculum requirements.
- Skill and experience in managing and leading teachers. Demonstrated outstanding teaching practices and the ability to foster best practice amongst staff.
- Excellent interpersonal, technological and organisational skills.

**Remuneration**

The appointee to this position will be remunerated at a Co-ordinator 1 level in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement. The time release for the position is 8 periods per fortnightly timetable cycle.