

POSITION DESCRIPTION

Director of Curriculum 7-12

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

POSITION INTENT

The Director of Curriculum 7-12 is responsible for fostering student learning growth and development, leading improvement in pedagogical practice, leading improvement in student outcomes through analysis and interpretation of data, facilitating the design of high quality, engaging and inclusive educational programs, supporting student wellbeing and inspiring a lifelong appreciation of learning.

This is a teaching position and therefore the incumbent is expected to model 'best practice' curriculum delivery, foster the appropriate use and implementation of new technologies to enhance learning, and maximise the learning outcomes of each student by holistically addressing their individual intellectual, emotional, and physical abilities.

The Director of Curriculum 7-12 will be required to participate in the wider life of the College, including chapels, assemblies, house, sporting events, excursions and will also be required to take part in at least one of the year level camps.

KEY RELATIONSHIPS

The Director of Curriculum 7-12 reports to the Head of College, is a member of the Executive Team, leads the Secondary School Academic Leadership Team (SALT) and co-leads the Learning Journey Framework Committee with Head of Junior School.

Reporting directly to the Director of Curriculum 7-12 are the Heads of Department, Head of Inclusive Education P-12, Learning Framework Coach 7-12, Education Data Analyst, Careers and Tertiary Studies Advisor, Teacher Librarian, and the Curriculum Administrator.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the Director of Curriculum 7-12 will develop and nurture positive and collaborative relationships with all staff, students, parents, and the local community.

To deliver on their responsibilities the Director of Curriculum 7-12 will also work in close partnership with the:

- Heads of School;
- Director of Wellbeing & Community Service and the Wellbeing team;
- Director of Professional Learning;
- Secondary School Teachers and Aides; and
- Timetable Operations Manager.

STRATEGIC PLAN RESPONSIBILITIES

- Lead the execution of the assigned initiatives of the College's strategic plan.
- Be actively involved in the College Strategic Planning process and implementation.
- Ensure the College vision is shared, understood, and incorporated into day-to-day activities and new initiatives.
- Work with the Head of College in translating assigned strategic plan objectives into operational / implementation plans.
- Provide input to the Head of College regarding College development and improvement initiatives for the future of the College with particular focus on assigned area/s of responsibility.

POSITION RESPONSIBILITIES

- Ensure the teaching and learning programs align to the College's Frameworks for Learning, Pastoral Care and Christian Thinking.
- Drive the Learning Journey Framework for the College in collaboration with the Head of Junior School.
- Lead the Learning Journey Framework Coach 7-12 and work with the Learning Journey Framework committee on the implementation of the framework.
- Oversee the implementation of NESA syllabus requirements for Years 7-12, ensuring the curriculum elements of NESA registration are continuously met.
- Lead the Secondary School Academic Leadership Team (SALT) in:
 - Setting and applying student classroom behaviour expectations and application to their studies that is consistent with College Frameworks.
 - Providing them with information regarding academic matters.
 - Providing mentoring in their leadership and management of their faculty team.
 - Convening regular meetings and discussions, producing minutes, and following up action items.
 - Liaising with the Wellbeing Team on student pastoral care.
- Provide support to Heads of Department and teaching staff when addressing academic concerns.
- Lead the Education Data Analyst and in collaboration with them actively monitor student academic progress through:
 - Defining and developing the College's educational data framework.
 - Ensuring assessment and achievement data is collated, analysed, disseminated, and reviewed.
 - Identifying areas for improving student outcomes, individual and collective.
 - Identifying areas for improving and informing teaching practice.
 - Overseeing the calculation and dissemination of Academic Awards.
- Lead the Careers and Tertiary Studies Advisor and in collaboration with them provide guidance to students and parents / carers on potential careers related to fields of study.
- Lead the Secondary Teacher Librarian and in collaboration with them provide guidance to students and parents / carers on library services.
- Manage Confirmation of Entries, NESA data, All My Own Work, Minimum Standards testing, application of disability provisions, submission of Major Works and EVET Courses.
- Oversee the academic reporting and assessment cycles, providing direction and feedback to staff and communicating programs and expectations to students and parents / carers.
- Collaborate with the Timetable Operations Manager on the development and management of the College Timetable including rooming and the timetabling of exams, testing, and assessments for 7-12.
- Lead the administration and undertaking of scholarship testing, NAPLAN, and examinations 7-12.
- Manage the misadventure / illness process, proactively communicating with all stakeholders.
- Lead parent / teacher interviews and academic information evenings.
- Work with students, staff, and parents / carers regarding academic matters including subject selection, effective study skills, class changes, and academic malpractice.
- Ensure students and parents / carers are informed and aware of subjects offered by all faculties.
- Oversee academic care and study skills programs for each year group.
- Liaise with IT Services regarding the provision of educational learning platforms and programs.
- Ensure the accurate setup of academic parameters within College systems including Edumate, Edval and CANVAS.

- Liaise with the Timetable Operations Manager to ensure new students are correctly entered into Edval and Edumate and timetables are accessible.
- Ensure College supplied textbooks are identified for each area of study and available prior to commencement of the study program.
- Collaborate with the Director of Professional Learning regarding professional learning opportunities for Secondary Staff.
- Collaborate with the Head of Teaching and Learning in keeping the Learning Framework as central to College teaching and learning programs.
- Keep College academic policies and procedures current.
- Complete any other assigned tasks as directed by the Head of College.

TEACHING RESPONSIBILITIES

- Teach assigned classes.
- Design interesting and engaging lessons for students with a wide range of learning abilities and styles.
- Deliver high quality content to students that is engaging and accessible.
- Hold student attention and interest, employing a variety of pedagogies and differentiating / scaffolding work as required.
- Prepare students for national testing, competitions, and examinations.
- Provide students with clear and fair assessment, including regular, constructive feedback.
- Set and articulate to students' clear expectations of classroom behaviour that conform to the expectations of the College.
- Contribute to quality assessment tasks, programming and reports including outcomes and course outlines.
- Meet regularly with the applicable Head of Department / Leader of Learning to discuss class and student progress and achievement.
- Organise incursions and excursions, as required.
- Foster the appropriate use and implementation of technology to enhance learning.

CHILD SAFE RESPONSIBILITIES

- Advocate and act in accordance with the College's Child Safe Program.
- More specifically:
 - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
 - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
 - Ensure personal professional boundaries are maintained and provide guidance to direct reports and their teams to do the same.
 - Adhere to the expectations of the Child Safe Code of Conduct and provide guidance to direct reports and their teams to do the same.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Advocate and act in accordance with the College's Work Health and Safety ("WHS") Program.
- More specifically:
 - Demonstrate active and visible leadership in WHS risk management, ensuring personal actions do not place self or others at risk of harm.
 - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies, providing guidance to direct reports and their teams of the same.
 - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
 - Address WHS issues in consultation with those involved or affected and the Assistant Business Manager.
 - Undertake risk assessments for any variations to routine for activities you lead and ensure direct reports complete the same.
 - Participate in incident investigations and WHS inspections, as required.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
 - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
 - Actions are other-person centred, seeking the good of both the individual and the entire College Community.
 - Lessons and programs have elements included to show the glimpses of the impact of the Christian narrative in our world.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
 - Create an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and enable them to flourish in their position and/or studies.
 - Develop others to look after their *Wellbeing* through growing themselves and others to live life with purpose, developing healthy habits, maintaining a balance on one's perspective and priorities, and building resilience to press on despite adversity.
 - Look after own *Wellbeing* through growing self to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
 - Provide opportunity for others to develop their *Character* through guiding their exploration of who they are, pathways to contribute to community and understanding their impact on the growth of others, and positively encouraging others.
 - Develop own *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Act in accordance with the College's Teaching and Learning Framework.
- More specifically:
 - Employ the instructional model and common language conventions in designing and delivering curriculum and learning experiences.
 - Design and practice of learning empowers the *Individual* with *Creativity, Growth, Courage, and Integrity*.
 - Assist others to develop their *Interpersonal* skills through *Collaborative* learning experiences, promotion, and demonstration of *Respectful Relationships*, where *Communication* is central.
 - Develop the *Intellectual* capacity of students through learning targeted at their abilities to think *Critically, Comprehensively, Meaningfully, and Rigorously*.
 - Model the *Individual, Interpersonal, and Intellectual* characteristics in own work.

Leadership Model

- Advocate and act in accordance with the College's Leadership Model.
- *More specifically:*
 - Embody *Servant Leadership* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you lead, and empowering others to grow in capability and capacity.
 - Embody *Credible Leadership* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
 - Embody *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener to better understand the perspectives of others.
 - Embody *Purposeful Leadership* through being goal-focused, strategic in approaching change, future-focused, and aligned to moving forward together.
 - Embody *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, continuously improving on all aspects of position and self.

ATTRIBUTES

- Be an active member of reformed, evangelical Christian church.
- Actively support the Christian teaching of the College, integrating their faith in all that they do.
- Positively contribute to and work as an effective team member collaborating with staff and parents, having the ability to encourage positive team commitment and contributions by the application of personal commitment, enthusiasm and energy.
- Demonstrate outstanding interpersonal and communication skills with the ability to communicate and work relationally with staff, students, parents and other external parties.
- Possess intellectual strength, professional integrity and a passion for Christian education.
- Possess a broad and deep understanding of current educational issues, curriculum development, pedagogical theory, and behaviour management.
- Keep up-to-date with educational research and best practice.
- Be committed to pastoral care of both staff, students, and parents / carers and have a knowledge of the social and emotional issues which affect young people.
- Model the ability to develop and empower others to flourish in their roles / studies and character development.
- Model the ability to think and act strategically.
- Act in a manner that enhances the College's reputation and standing in the community.
- Work within an openly Christian environment.
- Work as part of the ASC team of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will hold the following qualifications and experience:

- Tertiary qualifications in Education (Teaching) and hold the appropriate NESA accreditation.
- Experience in curriculum leadership preferred.

OTHER INFORMATION

- All staff are supplied with laptops and are expected to be competent in computer skills.
- The College operates a 10-day 60 period timetable, with a negotiated teaching load plus duties for this Executive position.
- The Director of Curriculum 7-12 will have other duties such as meetings, co- and extra-curricular activities, camps, taking part in College Community activities, and the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside normal hours.
- The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and is reviewed every 12-24 months. Next review is due January 2025.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed

Date

Print Name

APPLICATIONS – Internal Candidates Only

Application Parameters:

Carefully consider the position description and provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), include with this your current CV.

Closing Date for Applications:

Monday, 16 October 2023

Applications to be sent to:

Headmaster

E: employment@arndell.nsw.edu.au

APPLICATIONS – External Candidates Only

Please provide a letter of application outlining your experience in the area/s of the position and what you would bring to the role (no more than two pages), along with your CV ensuring the following is included:

- Copies of qualifications and teaching certificate/s including a copy of your NESA Teacher Summary Report and PD Progress Report.
- Summary of academic record.
- Work experience, including current and previous teaching experience.
- The names, positions, telephone numbers and addresses (including email if applicable) of three referees, one of whom will be your current Church minister.
- Working With Children Check clearance number and date of birth (for validation purposes only).
- Involvement and abilities in sport, the arts, or other fields of interest.
- Any other information in response to the position's professional criteria as provided or any other information that may assist us in assessing your suitability for an interview and appointment.

Closing Date for Applications:

Monday, 16 October 2023

Applications to be sent to:

Headmaster, Arndell Anglican College

PO Box 4063

PITT TOWN NSW 2756

T: (02) 4572 3633

F: (02) 4572 3294

E: employment@arndell.nsw.edu.au

Employment screening of successful applicants will apply including verification of the Working With Children Check and NESA accreditation, which may occur prior to interview. COVID-19 vaccination (at least two doses) preferred but not essential. Arndell Anglican College is a child safe organisation, all members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe Program is at the forefront of all they do. Arndell Anglican College is an equal opportunity employer and an Anglican Schools Corporation school.