



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

CURRICULUM LEADER (ENGLISH)

POSITION TITLE:	Curriculum Leader – English
SUB SCHOOL:	Secondary
LINE MANAGER:	Head of Secondary School
REPORTS TO:	Deputy Head of Secondary School - Curriculum and Pedagogy
SALARY AND CONDITIONS:	As per Lutheran Schools Enterprise Agreement
TYPE OF APPOINTMENT:	As advertised
POSITION SUMMARY:	Refer below
COMMENCEMENT DATE:	10 July 2023
TENURE:	2.5 Years (concluding December 2025)
RELEASE TIME:	6 lessons per week

DIMENSIONS OF POSITION

The Curriculum Leader (English) is a middle leadership position with specific responsibility for the English curriculum development and pedagogical delivery across Years 7-12. This position is accountable to the Head of Secondary School through the Deputy Head of Secondary School - Curriculum and Pedagogy (DHOSS) for staff management and curriculum development within English Years 7-12.

POSITION OBJECTIVES

The Curriculum Leader (English) will:

- (a) assist the Principal in fulfilling the aims and purposes of Immanuel Lutheran College, supporting the philosophy and ethos of the College; and
- (b) accept the delegated responsibility and authority vested by the Principal and assume the overall management of the teaching and learning program(s) across the College.

ACCOUNTABILITY

The position is ultimately accountable to the Principal through the Head of Secondary School.

JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by the Curriculum Leader (English) with the support of, and in collaboration with, other Curriculum Leaders and relevant staff associated with within the Department.

The Curriculum Leader (English) will:

General

1. actively support the values and ethos of the College;
2. ensure staff within the English Department 7-12 embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
3. hold appropriate, or be willing to gain, Lutheran accreditation leadership qualifications as required by the Lutheran Church of Australia (Pathways - Accreditation T);
4. be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion; and
5. perform such other duties as the Principal may assign from time to time.

Leadership

1. Within the framework of QCAA and the Australian Curriculum ensure the development and delivery of a high quality English curriculum that has continuity and progression from Years 7-12. This should include effective development, documentation and publication of curriculum and student learning activities in accordance with College expectations;
2. oversee the delivery of the curriculum across the department that is innovative, impactful and engaging
3. lead, inspire and mentor staff within the 7-12 English Department including organising and/or delivering a range of professional development programs to improve the quality of teaching and learning and the 7-12 academic performance of the College within the Department;
4. develop, disseminate and implement policies and procedures relating to the position;
5. in conjunction with the DHOSS, contribute to and lead curriculum and pedagogy changes in English;
6. work directly with other Curriculum Leaders and teachers in developing appropriate interdisciplinary and content connections between learning areas, co-curricular programs and;
7. in conjunction with the eLearning Coordinator, lead the adoption of digital technologies within the Department to enhance student outcomes and departmental organisation including the implementation of SEQTA;
8. make recommendations concerning texts and digital resources to enhance teaching and learning, and should be in keeping with and a reflection of the Christian ideals of this College;
9. lead the professional learning groups to embed the strategic direction of the College and related professional practices and priorities;

10. liaise with the Primary School Curriculum Team in relation to curriculum and teaching and learning initiatives to ensure a seamless transition for students from Primary to Secondary years of schooling;
11. actively contribute to the Middle Leaders Group and Curriculum Leaders Team, including during regular meeting times;
12. data from assessments (internal testing, national testing, standardised testing, competitions, etc) are to be reviewed and used to inform strategic planning for improved student outcomes with appropriate changes to curriculum and pedagogy made; and
13. model spiritual leadership in all working relationships within the community.

Staff, Students and Parents

14. provide professional advice and oversight of staff with their preparation of programs of work, assessment, reporting and resources
15. ensure students with differing ability levels are catered for within teacher programs;
16. liaise with Learning Enhancement Department staff to ensure appropriate differentiation for learning needs is made within the English department and that teachers maintain appropriate documentation for Nationally Consistent Collection of Data (NCCD) purposes according to guidelines established by the Principal;
17. in partnership with the DHOSS and other Heads of Department, assist staff with the development of extension programs and learning activities for gifted and talented students;
18. assist with the induction, professional supervision and appraisal of teaching staff within the Department;
19. make the Head of School aware through the DHOSS of any serious concerns about the quality of teaching and learning within the Department;
20. as required, resolve parent complaints and concerns in all matters relating to the English curriculum;
21. establish and monitor the use of effective and stimulating pedagogies and digital learning technologies in the delivery of English program;
22. ensure the promotion of student and staff participation in activities and competitions relating to English;
23. in conjunction with the Campus Administrator and Head of School, assist where required with Course Counselling procedures in the Secondary School including contributions to course booklets and subject selection procedures; and
24. convene as required forums comprised of students, staff and/or parents to consider specific curriculum activities and initiatives.
25. co-ordinate and oversee after-school tutoring workshops;
26. foster student ambassadors for the subject who act as advocates and promote subject-specific events and activities;

Administration

27. prepare and manage annually a 7-12 English budget for associated activities;
28. chair or co-chair up to four (4) Department or inter-Department meetings per term;
29. attend and contribute to scheduled middle-leadership-related meetings that are held outside usual staff-meeting times;
30. provide representation of English Department views at Curriculum Leaders meetings;
31. establish and maintain effective and regular communication with all teachers and support staff in the English Department;
32. when required, make recommendations for teacher loads and placement with the Department;
33. explore emerging trends in the use of e-texts and online resources as alternative to hard copy textbooks;
34. ensure that at all times any work undertaken by English Department staff is done safely and in accordance with College Occupational Health, Safety and Welfare policies;
35. review academic outcomes from internal and external assessment measures in an effort to improve department curriculum and pedagogies and intervene where concerns with student learning exist;
36. ensure that all excursions relevant to the English Department are academically valid and conducted in line with College expectations and guidelines through the application process to the Head of School and Campus Administrator;

37. prepare and submit materials relating to the 7-12 English Department for internal and external publication;
and
38. contribute to the generation and maintenance of policies pertaining to the scope of the position.

Equity principles underpin all College policies and procedures. The College is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

Leadership	Key Performance Indicator
Strategic Planning	Innovative, well researched and student focussed initiatives are developed and implemented
	An annual report provided outlining key achievements within the Department and proposals for the future
Curriculum	State and National curriculum changes are implemented in a timely manner
	Cyclic evaluation of the College English curriculum, assessment and teaching and learning practices are completed
	Establish and oversee Department procedures to develop high quality suites of assessment tasks for each subject and conduct internal moderation to validate grades prior to their release
Performance Management	Teachers within the English Department 7-12 are provided with professional guidance and feedback/strategies for improvement are initiated as required
Ministry	A high level of spiritual leadership is evidenced through daily interactions with staff, students and parents

Staff/Students/Parents	Key Performance Indicator
Staff Support	Staff within the English Department 7-12 are actively supported with curriculum development and pedagogical practice
	External support through agencies such as the QCAA, LEQ, ISQ and other curriculum authorities is brokered for staff as necessary
Parental Communication	Proactive contact with parents to raise awareness of any changes within the English Department and any concerns that may arise related to the English curriculum
Communicate	Actively and regularly distribute information to staff using a variety of communication methods
College Culture	Information sessions for students relating to the College English curriculum are facilitated as required
Student Success	Working closely with the Deputy Head of Secondary School and Department teachers, to minimise the number of students not achieving minimum requirements by regularly reviewing the progress of students at risk

Administration	Key Performance Indicator
SEQTA	English Department SEQTA programs are published and updated in accordance with Secondary School guidelines including learning programs, attendance, communication, assessment schedules, real-time release of grades and feedback
Reporting	Establish and oversee Department procedures to ensure accuracy and timely completion of report data
Policies	Curriculum policies relevant to the English Department are identified, updated, implemented and scheduled for review
Publications	English curriculum content for College publications is provided as required
Budget	Accurate and relevant budgets are prepared relating to the English Department

SELECTION CRITERIA

Educational/Vocational Qualifications

- A registered teacher with demonstrated competence in teaching and learning in the classroom
- Accredited, or seeking to be accredited, as a teacher within Lutheran Education
- Holding academic qualifications in keeping with the level of responsibility

Personal Skills, Abilities and Aptitude

- A demonstrated ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff and students
- A visionary approach to teaching and learning and its application to the College setting
- Demonstrated effective skills in administration, interpersonal relations, planning and programming
- Conversant and experienced in using digital technologies in teaching and learning, administration and personal organisation
- Demonstrated ability to lead teams and effect change within an organisation
- Ability to analyse problems and formulate clear and effective solutions
- Superior organisational ability and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks

Knowledge and Experience

- Relevant or related experience at a similar level of leadership
- Experience in the development and implementation of activities and policies
- Demonstrated ability in effectively developing classroom management strategies
- A thorough knowledge and understanding of current and emerging trends in curriculum design and implementation
- Demonstrated ability to relate effectively to a diverse range of staff and students
- A working knowledge and understanding of the Framework for Lutheran Schools and its application to ministry and care

Classification Level

- The Position of Added Responsibility (PAR) of Head of Department - English is classified as a CL1 and in accordance with the Queensland Lutheran Schools Single Enterprise Agreement 2016 and the National Employment Standards, has a tenure of 2.5 years and five (6) lessons release per week

Performance Standards and Review

- A performance review will take place in the second six months of the contract (2024)
 - Six months before the end of the appointment, the Principal and the incumbent will enter negotiations regarding the arrangements applying at the expiry of the appointment
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