

## POSITION DESCRIPTION

# LEAD — MIDDLE SCHOOL CURRICULUM

DEPARTMENT	ECG
REPORTS TO	Principal
DATE	August 2024
POSITION OBJECTIVE	To Lead cross campus team collaboration in middle school curriculum and assessment planning, instructional practice, moderation and ongoing improvement, to ensure a guaranteed and viable curriculum aligned to the Victorian Curriculum 2.0 and in scope with VRQA requirements.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

**Our Values** are reflected in our commitment to:

- \* *Integrity*
- \* *Inclusion*
- \* *Quality*
- \* *Collaboration*
- \* *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

***United we belong. Together we thrive.***

*The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

## SCOPE OF THE ROLE

Develop the capabilities of team members to effectively collaborate to develop a guaranteed and viable curriculum. Collective teacher efficacy is promoted and developed to build a culture of identifying teacher impact and acknowledging areas for instructional practice development. Ongoing curriculum review and enhancement to ensure that learning is responsive to student needs. Development of Instructional practices through delivery of professional learning. Build teacher capacity by promotion of reflective practice.

## RESPONSIBILITIES

- Co-ordinate and organise structures that ensure the achievement of a guaranteed and viable curriculum in the ECG year 9/10 program.
- Mentoring of provisionally registered teachers to support attainment of full VIT registration status.
- Naplan administration
- PAT testing administration.

## KEY PERFORMANCE INDICATORS

- Curriculum mapping and planning is stored on ECG SharePoint.
- Unit plans for each learning domain are developed and stored on ECG SharePoint.
- Common assessment tasks are developed and delivered across the college.
- Leadership of data informed curriculum interventions to improve student learning outcomes.
- Moderation processes are developed, documented and enhanced.
- Curriculum is reviewed and improved through collaboration processes.
- Careers planning and work experience programs are developed and delivered.

## KEY SELECTION CRITERIA

- Prior experience in SAS settings.
- Understanding of careers education and work experience compliance obligations.
- Capacity to demonstrate professional competency alignment to Lead teacher AITSL standards.
- Demonstrated experience in leading curriculum design and enrichment.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
- Promptly and accurately reporting all hazards, accidents, incidents and near misses;
- Ensuring safe use and maintenance of equipment including PPE for self and students;
- Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
- Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

## MANDATORY REQUIREMENTS

- Clear Police check
- Clear Working with Children check
- Current Victorian Drivers Licence

## QUALIFICATIONS

- Post Graduate Education Qualification
- 5+ years teaching experience
- Full VIT registration

## FUNCTIONAL RELATIONSHIPS

### Key Internal

College Principal  
Campus Principals  
Senior Curriculum Lead  
Business and development manager  
9/10 teaching Staff

### Key External

VCAA  
Work experience providers.  
Career education networks.

## ACKNOWLEDGEMENT

CCG will not engage, employ, contract, or otherwise deal with any Disallowed Person as defined by the Standard VET Funding Contract Skills First Program.

The term 'Disallowed Person' applies to both registered training organisations and Relevant Persons at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

- A VET Funding Contract termination
- Termination of an 'Other VET Funding Arrangement'
- Registration cancellation, revocation, or suspension (whether by the VRQA or ASQA)
- Restrictions imposed on registration (whether by the VRQA or ASQA)

If you are a "Disallowed person" as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A Disallowed Person can be an individual (natural person) or an 'entity' (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A Relevant Person means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

## DECLARATION:

I have read, understand, and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: \_\_\_\_\_

Date:

Name: