

HEAD OF CURRICULUM - PRIMARY

POSITION DESCRIPTION



Reporting to:	Head of Teaching and Learning - Primary
Teaching:	Ongoing
Employment Fraction:	Fulltime
Leadership time release:	0.4FTE
Leadership Tenure:	Four years
Leadership Salary:	Category 4
Prepared:	August 2023

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

Hume Anglican Grammar acknowledges the critical role of school leaders in developing an innovative and vibrant learning culture across the school community. Through this leadership the school can pursue a holistic approach to the delivery of an academic program which intimately connects best teaching practice to enhance the learning outcomes for the students.

A Head of Curriculum drives the scope and sequence of the academic program and provides expert advice to the teachers within their area of responsibility to deliver a relevant, stimulating, and effective teaching program. Equipped with extensive knowledge of their specific discipline, and knowledge of contemporary Teaching & Learning practices, the Head of Curriculum will encourage a safe, inspiring, and challenging environment, whilst promoting the School's philosophy, policies, and procedures.

The Head of Curriculum is recognised and respected by colleagues, parents, and community members as a model teacher. They have demonstrated consistent and innovative teaching practice and initiate and lead activities that focus on improving educational opportunities for all students. They continue to seek ways to improve their own practice and to share their experience with colleagues. They are skilled in mentoring teachers, using activities that develop knowledge, practice, and professional engagement in others. They promote creative and innovative thinking among colleagues.

The Head of Curriculum will encourage a learning ethos and maintain the growth of a high-performance culture of continuous improvement and individual merit. They will promote teaching and learning as the core business of the School, facilitating, and fostering a positive and productive learning climate for staff and students.

Hume Anglican Grammar has two Heads of Curriculum in each Primary section, each looking after a year-level group; Prep to Year 2, and Year 3 to Year 6. The Head of Curriculum will be responsible for the curriculum development and leadership of the following core subjects within their year-level group:

- Humanities
- Literacy
- Numeracy
- Personal and Physical Development
- Science
- Technology

The Head of Curriculum reports to the section Head of Teaching and Learning - Primary. They also work closely with the Director of Teaching and Learning in implementing the School's strategic 'Vision for Learning'. They are a permanent member of the Curriculum Committee - Primary.

Nature of the Position

Due to the significant role the Head of Curriculum plays in the overall leadership of the section, it is expected there will be some additional out-of-hours and non-school day commitment.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of Curriculum is responsible for managing the academic program within their year-level group.

Pertaining to their year-level group, these responsibilities include:

- Implementing the School's Vision for Learning
- Developing, implementing, evaluating, and revising the nature and sequencing of the curriculum in conjunction with the Head of Teaching and Learning - Primary
- Undertaking processes to evaluate the effectiveness of teaching programs using research and workplace knowledge about how students learn
- Evaluating assessment and reporting strategies and using assessment data to diagnose learning needs, comply with curricula and ensure school assessment requirements are achieved.
- Providing input into the analysis of test data and ensure recommendations are understood and acted upon
- Managing syllabus mapping and teaching planning documents
- Managing the creation of curriculum documentation including subject descriptions and curriculum scope and sequence
- Establishing and maintaining effective communications strategies with parents to promote the value of the teaching program and approach to learning
- Organising and conducting parent information evenings, curriculum nights, newsletter articles, etc.
- Managing resources for the year-level group
- Operating alongside the Coordinator of eLearning, develop the Learning Management System
- Overseeing the professional development of staff, including by participating in appraisal and mentoring, with the support of leadership.
- Directing staff through inclusive two-way communication strategies

- Assisting in the selection, appointment, and management of staff
- Conducting and chairing regular meetings and maintaining records of meetings of year-levels and year-level groups
- Being an active member of and contributor to the Primary Curriculum Committee
- Managing the teaching space to ensure it promotes a positive and encouraging image
- Assisting Primary school leadership through input regarding the allocation of staff
- Overseeing the year-level group budget
- Overseeing the allocation of prizes and awards
- Assisting the Head of Teaching and Learning - Primary in the evaluation process and other reviews as required
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal

Qualifications, Skills and Experience

Essential

- Leadership experience
- Comprehensive understanding of the Australian curriculum, Victorian Early Years Learning and Development Framework and other relevant curriculum documentation
- Far-reaching understanding of education in their year-level group; including pedagogy, curriculum development and student learning
- Sound understanding of curriculum design and teaching & learning practices
- Ability to develop curriculum that promotes disciplinary and interdisciplinary approaches to teaching and learning
- Demonstrated usage and commitment to learning technologies
- Current registration, or immediate eligibility for registration with the Victorian Institute of Teaching

Desirable

- Post graduate qualifications in educational management and leadership
- Involvement in professional communities

Personal Qualities

- Excellent communication and interpersonal skills to build relationships with key stakeholders
- Ability to motivate staff and influence the development of student learning
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities.
- Commitment to professional learning and continuous improvement
- Personal sense of initiative, enthusiasm, and high energy
- Sound financial management and budgeting skills
- A resourceful team leader who can operate in a mentoring, collaborative, and inclusive manner
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Far-reaching understanding of the curriculum within the year-level group.
2. Ability to develop, implement, deliver, and evaluate teaching and learning programs within the year-level group.
3. Proven experience leading others in the implementation of teaching practices and capacity to provide expert advice to the teachers within their year-level group.

This Position Description may be altered from time to time at the discretion of the Principal to meet the operational needs of the School.