

WMYC and WSSC Position Description

Job Title	Curriculum		
Line Manager	Assistant Principal Curriculum	Year	2018

Purpose of Position

In addition to the professional standards expected of a Leading Teacher, to work closely with the Principal Class as part of the senior management team to provide general leadership within the school. To implement and manage innovative teaching and learning practices, consistent with school goals and DET initiatives. To ensure that relevant processes contribute to the school's learning culture and improve the performance of staff and outcomes for students.

Objectives

- To ensure Wodonga Senior Secondary College and Wodonga Middle Years College has engaging and innovative curriculum that maximises student outcomes in line with the AIP and SSP
- To promote and grow teaching and learning across all curriculum areas in both Colleges
- To provide leadership of innovative curriculum practice that enhances teaching and learning
- To provide professional development of staff in the area of teaching and learning
- To work as part of a team to ensure that all staff in designated areas have opportunities to gain the skills and attributes needed for the school to achieve its curriculum goals
- To ensure that appropriate training and development resources are used efficiently and effectively
- To ensure all facets of the Strategic Plan and AIP in the teaching and learning area are met
- To provide teachers and students with access to appropriate ICT resources which enhance teaching and learning
- To promote eLearning in a cyber-safe environment
- To ensure the development of industry leading education software.
- To promote high levels of communication using digital media.

Major Areas of Responsibility

- Visible Leadership
- Contributing to the effective implementation of the staff performance review, VIT mentoring and induction processes
- Contributing to the deliberations and decision-making of the Teaching and Learning Team and in general, the school's leadership.
- Planning and implementation of specific curriculum programs, consistent with school AIP goals
- Providing leadership in the provision of professional development as related to teaching practice and curriculum
- Securing provision of resources for innovative programs
- Reviewing and continuously improving the effectiveness of the school's innovations in the area of curriculum
- Developing and implementing social media and other electronic communication to promote the school and inform the school community.
- Ensure staff, students, parents and community are educated in eSafe practices.

Key Tasks

Visible Leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing

development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice

- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Contributing to the deliberations and decision-making of the Teaching and Learning Team and in general, the school's leadership.

- Lead the Domain areas and attend and contribute effectively to the Teaching and Learning Team and Education Committee.
- Contribute to leadership meetings as appropriate and deputise for members of the principal class as required
- Play an active part in the positive promotion of the schools, involving parents of students and/or the community in school activities. Promote the activities of staff / students within meetings, the school newsletter and local media. Be a leader and promoter of the school in the community
- Contribute to the production, collection, analysis and interpretation of relevant data for the School Annual Report
- Evaluate and make recommendations to the relevant bodies in regard to School policy and procedures

Planning and implementation of specific curriculum programs, consistent with school AIP goals

- Manage curriculum innovation, consistent with College strategic goals.
- Promote and expand the curricula and co-curricula programs in the College and ensure they are documented in accordance with the LMS style guide on the LMS and on D2L
- Ensure all staff and students use the LMS and D2L and other learning technologies routinely in their classes and via anywhere anytime access.
- Ensure that relevant Data is collected, analysed and used by all staff to differentiate teaching and learning practice and to inform improvement initiatives.
- Identify future curriculum innovation(s) and develop plans for their implementation
- Formalise links with universities, TAFEs and other community organisations
- Identify and implement school training and development needs in the area of improved and innovative teaching and learning
- Determine resource needs, and allocate and manage resources in accordance with school policy and practice including ES staff management where appropriate

- Design and or secure training/development programs in accordance with effective learning principles and assist others in the task

Providing leadership in the provision of professional development as related to teaching practice and curriculum

- Develop a staff PD plan in relation to teaching and learning improvement and innovation in all curriculum areas
- Model innovative teaching and learning practice
- Support and coach staff in the areas of teaching and learning improvement and innovation
- Support and advise other managers in their delivery of innovative teaching and learning

Securing provision of resources for innovative programs

- Seek funding from external sources for teaching and learning programs
- Monitor resource expenditure as appropriate in the area of teaching and learning innovation

Reviewing and continuously improving the effectiveness of the school's innovations in the area of curriculum

- Evaluate curriculum initiatives using data and make recommendation to improve the school's curriculum processes as appropriate. Report to the Leadership team and Education/Curriculum Committee the costs and benefits of specific curriculum programs
- Promote the monitoring and assessment of staff learning and performance in relation to teaching and learning, ensuring that such activities are used to steer development and enhance performance (leading to improved student learning outcomes)
- Evaluate and seek to improve own practice

Ensure staff, students, parents and community are educated in eSafe practices.

- Liaise with the AP Student Wellbeing to ensure the development and implementation of the eSmart program
- Provide support and advice as a member of the eSmart committee.