

POSITION DESCRIPTION

Deputy Principal, Curriculum and Innovation



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years Program. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

| POSITION DETAILS | |
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| Department: | Senior Leadership Team Location: Secondary campus |
| Position reports to: | Principal |
| Positions reporting to this role: | Heads of Department, Subject Coordinators, Timetable Coordinator, Teaching Staff, Librarian, Careers Advisor, MYP Coordinator, Administration Officer – Curriculum and Subject Area Teacher Aides |
| Status: | Permanent, Full-time (accessible from 6.00am onwards during term to manage teacher relief). |
| Salary Level: | This is a non-Award position |
| Academic Qualifications required: | Master of Education, Educational Leadership |
| Registrations: | Queensland College of Teachers registration |
| Required experience: | Demonstrated success in curriculum design, development and evaluation and experience implementing educational frameworks. |

Purpose of the position

The Deputy Principal, Curriculum and Innovation is an experienced educational leader who will assist the Principal to continue to develop and enrich the College's culture of learning and innovation. Reporting directly to the Principal, the incumbent is responsible for the design, development, documentation, implementation and evaluation of the College's educational framework, timetabling and innovative curriculum programs that ensure students achieve the highest possible educational outcomes.

This role works closely with both the Deputy Principal, Pastoral Care and the Deputy Principal, Head of Primary.

Duty of Care

The Deputy Principal, Curriculum and Innovation will contribute to the College's duty of care for both staff, parents and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Leadership and Management staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of confidentiality of the team
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY

The Deputy Principal, Curriculum and Innovation is responsible for meeting the following professional responsibilities. These responsibilities should be read within the context of modelling the Statement of Principles of Leaders and Managers below.

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| Curriculum Development: | <ul style="list-style-type: none">• Embed educational framework in the College through leadership of Heads of Department, Subject Coordinators, Vocational Education and Learning Support.• Chair Heads of Department meetings.• Coordinate the compilation and distribution of curriculum handbooks.• Coordinate writing of work programs by Heads of Department and Subject Coordinators.• Develop the educational framework in collaboration with school leaders and operationalise into curriculum, learning, teaching and assessment, technology usage and research practices.• Encourage and implement innovation and program initiatives which enhance the College's quality offerings.• Ensure the development and dissemination of course and subject information for staff, students, parents and other appropriate interested parties. |
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| | <ul style="list-style-type: none"> • Promote ongoing academic research, innovation and key initiatives to continually develop the academic offering of the College. • Supervise the MYP Coordinator to ensure that the IB MYP program is fully implemented. • Keep the Principal informed of progress and future expectations for Curriculum. • Liaise with the Deputy Principal, Head of Primary on matters of curriculum programming to ensure seamless transition of students from Primary to Middle School. • Oversee development, implementation and evaluation of curriculum documents across the College. |
| Innovation: | <ul style="list-style-type: none"> • Supervise the Innovation Coordinator to ensure successful development and delivery of the College's strategic innovation program including Innovation Challenges. • Seek partnerships and opportunities to ensure that St John's is known as a thought leader in innovative practice. |
| Strategic Leadership: | <ul style="list-style-type: none"> • Anticipate and analyse educational trends internal and external to the College to inform advice and recommendation to the Principal for the enhancement of educational offerings. • Embrace technological change and implement systems and programs to enhance use of technology by students and staff. • Contribute to the ongoing alignment of the College with the Board's vision, values and desired culture through Curriculum Leadership of Heads of Department and Subject Coordinators. • Work with the Principal in leading the implementation of the College's Strategic Vision for curriculum through the development, implementation and evaluation of the annual Academic Plan. |
| Operational Management: | <ul style="list-style-type: none"> • Absentee staff relief management for the Secondary campus. • As required, contribute to the review and update of College policies and procedures to ensure the College's vision, values and educational vision are aligned with such policy. • Ensure that the College fulfils its duty of care requirements for staff, students and campus visitors. • Manage the teacher relief budget. • Manage the teacher professional development budget. • Manage the academic budget. • Oversee Departmental budgets. |
| Staff Management: | <ul style="list-style-type: none"> • Encourage and authorize professional development of teaching staff in consultation with the Principal. • Lead, manage and mentor teaching staff, and assist in managing poor performance where appropriate. • Participate in the recruitment process for staff. |
| Teaching Excellence and Assessment: | <ul style="list-style-type: none"> • Assist in the Professional Review and Learning Program for teaching staff, making recommendations for professional development needs. • Ensure classroom teaching, learning and assessment is purposeful and supports Heads of Department in management of student disciplinary matters that pertain to the classroom. • Ensure processes are in place to monitor student completion of all assessment programs. • Ensure that all subject areas are following the assessment criteria as stated |

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| | <p>in the syllabi and work programs.</p> <ul style="list-style-type: none"> • Oversee QCAA external examinations and appropriate training for Year 12 students. • Oversee the construction of the assessment calendar and schedules for all Year 7 to 12 subjects. • Supervise the development of assessment programs and procedures for all Year 7 to 12 subjects. • Support staff in the implementation of the College wide pedagogical approach and assessment practices. • Review student reports. |
| Community Engagement: | <ul style="list-style-type: none"> • Contact parents with regard to course selection and pathways for all students from Years 7 to 12. • Coordinate and lead the conduct of student/parent curriculum information sessions. • Contribute to College Newsletter, Quarterly Magazine and College Magazine. • Follow up on parent enquires. • Represent the College at industry events and through involvement with educational organisations. |
| Professional Development: | <ul style="list-style-type: none"> • Keep abreast of current trends and issues likely to impact on the College. • Implement the College Professional Review and Learning Program. • Mentor and provide development opportunities for curriculum leaders. |
| Queensland Curriculum and Assessment Authority (QCAA) Liaison: | <ul style="list-style-type: none"> • Check calculations and submit all student Achievement Indicators (SAIs) for use by the QCCA in the production of OPs up to 2019. • Establish and maintain student records on the QCAA Student Learning Information and Management System. • Liaise with the District Officer and members of the QCAA on administrative matters such as Work Programs, Syllabi, accreditation of student standards, certificates and panel members. • Request student records for students transferring to St John's Anglican College and release student records as required. |
| Student Learning and Advice: | <ul style="list-style-type: none"> • Active leadership role together with all senior staff in setting and maintaining expectations of students at the College. • Approve all distributions of results in all subjects from Years 7 to 12. • Assist the Learning Support teacher and EAL teachers with program development. • Assist the Manager Development with scholarship examinations. • Calculate academic awards. • Coordinate academic assemblies. • Give final approval of student subject changes in accordance with the College's policies and procedures. • Interview new students and allocate to classes. • Monitor the academic performance and study pathways of students in the Senior Years of schooling (Years 10 to 12) as outlined in their Student Education and Training Plans using Learning Analytics and NAPLAN analysis software. • Proactively manage course selection procedures to assist all students in attaining academic success in the College. • Supervise subject change procedures for students to preserve eligibility for an ATAR, Queensland Certificate of Education or other such certification |

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| | <p>that may be desired by the student.</p> <ul style="list-style-type: none"> • Teach the equivalent of one senior class. |
| Timetabling: | <ul style="list-style-type: none"> • Work with the Timetable Coordinator to develop and maintain the College's timetable. • Advise the Principal on staffing and room requirements to fulfil the College's academic program. • Oversee production of individual timetables for each teacher and student. • Monitor and update timetables throughout the year. • Oversee allocation of relief teachers to cover absences on a day to day basis, and in consultation with the Manager Human Resources and Compliance for teachers on extended leave. • Plan for future teacher and room requirements to inform resource and facilities planning. • Prepare examination timetables both internal and external with the Timetable Coordinator. |

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following skills, abilities, knowledge qualifications and experience.

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| Skills and Abilities: | <ul style="list-style-type: none"> • Well-developed strategic planning skills. • Ability to keep up with trends in technology and education and to source appropriate innovative programs and opportunities. • Strong staff leadership and management skills with the ability to engage, coach, mentor and develop staff. • Significant and well-developed curriculum development and management skills. • Planning and operational skills appropriate to the demands of the role. • Operational management skills (budgeting, reporting and management of service delivery within a school environment). • Ability to make complex decisions with appropriate stakeholder consultation. • Strong computer literacy and skills with the ability to use Microsoft Office, School Student Management software, Timetabler, Learning Analytics and NAPLAN software. • Communication, negotiation and influencing skills. • Strong interpersonal and relationship development skills within a school community environment. • Strong written and verbal communication skills relevant to a wide array of audiences. |
| Technical Knowledge: | <ul style="list-style-type: none"> • Strong knowledge of curriculum design, development, implementation and evaluation. • Knowledge of educational statutory and regulatory frameworks. • Knowledge of statutory and regulatory compliance requirements particularly in relation to Work Health and Safety, Child Protection and Risk Management. • Knowledge of educational trends, developments and issues at both state and national level. • Knowledge of recent changes to the Australian Curriculum. • Knowledge of Queensland Certificate of Education and QCAA |

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| | <ul style="list-style-type: none"> • Knowledge of the International Baccalaureate Middle Years Program. |
| Qualifications: | <ul style="list-style-type: none"> • Tertiary qualification appropriate to teaching • Master of Educational Leadership • Curriculum Leadership (Post Graduate level preferred) |
| Experience: | <ul style="list-style-type: none"> • Demonstrated experience implementing educational frameworks as the foundation for the College curriculum. • Experienced educator with demonstrated success in promoting and modeling excellence in teaching, communication and management practices • Experience working in a school leadership position responsible for a Department. • Recent experience with QCAA processes and the new QCE requirements. • Experience with the International Baccalaureate curriculum and philosophy (Desirable). |
| Personal Qualities: | <ul style="list-style-type: none"> • Support for Anglican school ethos, values and independent schooling • Strategic thinker and innovator – forward-thinking • Creative problem solver • Desire to continuously learn and improve – a passion for innovation • Responsive to the needs of the academic community • High standards of personal care and presentation • Strong interpersonal and communication skills • Maturity of judgement and discretion • Integrity, diplomacy and sensitivity in communicating with a wide range of internal and external stakeholders • Adaptable and resilient under pressure |

St John’s Anglican College Statement of Principles for Leaders and Managers

The College believes that success as leaders and managers requires:

- A growth mindset
- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

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- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures regularly for improvement and to protect the College legally
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to teaching positions must have current registration with the Queensland College of Teachers and the ability to maintain their registration in accordance with the *Education (Queensland College of Teachers) Act 2005*.
- People appointed to administration or support positions must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.