



St Mary MacKillop College Swan Hill

ROLE DESCRIPTION

<u>POSITION TITLE:</u>	Curriculum Leader English
<u>REPORT TO:</u>	Principal, Deputy Principal Teaching and Learning
<u>TENURE:</u>	2026 – 2027
<u>POL:</u>	2
<u>TIME ALLOWANCE:</u>	5 hours per cycle

The Curriculum Leader English is responsible for the coordination of high quality teaching and learning practices that ensure the English Domain is contemporary, relevant and innovative and that it maintains high standards and expectations of all students.

Leadership

Curriculum Leaders collaborate with the Deputy Principal Teaching and Learning, with regards to the specific responsibilities in relation to the development, maintenance and monitoring of high quality teaching and learning practices within their learning area.

Curriculum Leaders are members of the College Curriculum Team, providing vision to relevant staff and work to promote the curriculum area within the College.

Curriculum Leaders remain current with the requirements of the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the Victorian Curriculum and Assessment Authority (VCAA). They take an active role in remaining up-to-date with best practice in their Learning Area and to model exemplary teaching and learning practices with an optimistic outlook and forward thinking planning.

Curriculum Leaders actively promote and maintain the College's vision and mission statement within the Josephite tradition and Catholic identity of the College.

Major Duties and Responsibilities

Leadership

To effectively and efficiently:

- Develop and promote the value and importance of English amongst the school community.
- Manage and lead the domain in ways that respect and use the professional experience and expertise of its members and inspire their own professional practice and learning.
- Create curriculum area strategies in line with the whole school vision and development e.g. Annual Action Plan and Strategic Plan
- Support the ethos, philosophy and rules of the College.
- Model best practice and lead teachers to motivate and engage their students in the English curriculum.

- Support the members of the Learning Area with clear goals and shared resources.
- In collaboration with the Deputy Principal Teaching and Learning, participate in data analysis of VCE subjects within the curriculum area with a view to future improvement.
- Cultivate suitable enrichment opportunities for teachers and students of English.

Curriculum

To effectively and efficiently:

- Monitor the English Domain (Years 7 to 12) and provide teachers with up to date information in the relevant specialist trends in the area of Education as well as OH&S standards where necessary.
- In collaboration with the Deputy Principal Teaching and Learning, explore and innovate curriculum additions and/or changes on a regular basis.
- Meet regularly with the Deputy Principal Teaching and Learning in order to explore staffing requirements, innovative curriculum additions and/or changes, and share with the Principal when appropriate.
- In collaboration with the EAL/D Coordinator, explore innovative curriculum additions and/or changes to support the learning for EAL/D and Indigenous students.
- Keep up to date knowledge of changes to subject area requirements, including Victorian Curriculum and VCE and the College's Literacy and Numeracy requirements, and share with all members of the English domain.
- Ensure that work set reflects the academic expectations set by the school, particularly in relation to literacy.
- Ensure that teachers of English at all year levels produce and deliver a supportive and inclusive curriculum suited to the needs of all students at all times.
- Collaboratively manage the development of learning materials and encourage and facilitate the sharing of professional reading and resources.
- Ensure assessment and moderation practices are clearly articulated to all teachers of English and consistent with the College's philosophy and policies.
- Facilitate the discussion, documentation and promotion of the aims, objectives and outcomes for the English domain and ensure that teachers of English are working towards it in a collegial fashion.
- Keep the Deputy Principal Teaching and Learning, Principal, and any other interested parties, updated on all relevant aspects of the curriculum area.
- Ensure that the homework set reflects the academic expectations set by the school.
- Assist teachers to implement strategies that demonstrate an understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.

Students

To effectively and efficiently:

- Support teachers of English (Years 7-12) as they plan, develop, document and deliver lessons that ensure the individual student's learning needs are addressed in the classroom - such as EAL/D students, and students with diagnosed learning difficulties.
- Emphasise and celebrate students' success as a domain and across the College.
- Encourage the development of extracurricular activities for students interested in English.

- Oversee the organisation of incursions and excursions for students of English (Years 7-12). Ensure all risk assessments and Simon Everywhere communications relevant to these events are completed in a timely manner.
- Promote student experiences, scholarships and competitions across each of the year levels within the English domain.

Staff

To effectively and efficiently:

- Ensure that all English teaching staff are fully aware of the curriculum area aims, objectives and outcomes and are committed to the development of English across the College in keeping with the College's curriculum expectations.
- Encourage and provide for the professional development needs for teachers of English and to share their learning with the domain or school upon their return.
- Promote and encourage the individual expertise of teachers of English and provide time for the sharing of individual skills and knowledge.
- Source resources to assist teachers to teach with an understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Support teachers with regards to their performance and provide constructive feedback where necessary. Report unresolved issues to the Deputy Principal Teaching and Learning for further follow up.
- Engage in classroom observations when required.
- Actively participate in the selection of new staff for the curriculum area.
- Ensure induction for new staff is well planned and supportive.
- Liaise with Learning Support Officers to strengthen the learning opportunities for students.

Administration

To effectively and efficiently:

- Prepare and administer annual department budgets.
- Plan and prepare for replacement or inclusion of capital items long term.
- Oversee the English curriculum area booklist items for each year level.
- Ensure handbooks accurately outline courses offered by the curriculum area (Year 7 -12).
- Subscribe to appropriate journals and associations and encourage teachers to share their opinions about their professional reading.
- Establish and develop a visually appealing curriculum area celebrating individual student successes and demonstrating pride.
- Maintain and provide class resources for the English domain.
- Set agenda, chair and/or attend relevant meetings and functions.
- Plan for and represent the College at Open Day, Subject Expo and Information Evenings, including coordinating attendance of English domain members.

Whole School Literacy and Numeracy

- Support the reading programs at Year 7 and 8.
- Include assessment criteria on Mechanics of Language on relevant assessment tasks.
- Develop researching and bibliography skills.
- Create engaging integrated writing tasks.
- Implement Literacy and Numeracy programs with the support of the Literacy and Teaching and Learning Teams.

Committee Affiliation

The Curriculum Leader English will attend:

- English Domain Meetings (Lead)
- Curriculum Committee meetings
- Teaching and Learning Staff meetings
- Staff Meetings
- Staff Briefing

Other Duties

To undertake other duties as designated by the Principal.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.