

Leader of Curriculum (K-10)

St Philomena's School Moree

Position Description

[Click here to apply. Applications close 1 July 2022.](#)

Position level	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)								
Base salary range (Full-time)	\$66,494 - \$117,060 per year (based on skills, experience & NESA accreditation)								
Coordinator 2 Allowance	\$16,756 per annum for a full-time position								
Reports to	Principal								
Location	St Philomena's School Moree								
Placement allowance (Full-time)	\$2,600 per annum (paid as a salary loading fortnightly) for a maximum of 4 years								
Bonus Payment (Full-time)	A bonus is payable at the end of each year of service as follows; <table style="margin-left: 40px;"> <tr> <td>Year 1</td> <td>\$2,000</td> </tr> <tr> <td>Year 2</td> <td>\$3,000</td> </tr> <tr> <td>Year 3</td> <td>\$4,000</td> </tr> <tr> <td>Year 4</td> <td>\$5,000</td> </tr> </table>	Year 1	\$2,000	Year 2	\$3,000	Year 3	\$4,000	Year 4	\$5,000
Year 1	\$2,000								
Year 2	\$3,000								
Year 3	\$4,000								
Year 4	\$5,000								
Relocation Subsidy	Reasonable relocation expenses								
Accommodation Assistance	Accommodation assistance may be negotiated with the successful applicant								
Employment type	Full-time (0.4 FTE Leader of Curriculum)								
Employment status	Permanent teaching role 2-year Leader of Curriculum contract (renewal subject to successful performance)								

About St Philomena's School Moree

Our mission is to provide students with a Catholic education in a caring, disciplined environment where striving for excellence and respect for others are promoted.

Located in the agricultural shire of Moree, St Philomena's School is a coeducational Catholic central school, offering a K-10 educational experience. It is distinguished from other local schools by our focus on faith development and a commitment to values based education. St Philomena's is a systemic Catholic school, part of a system of twenty four schools in the Armidale Diocese. Established in 1898, with the original site in East Moree, St Philomena's follows in the footsteps of Catherine McAuley, founder of the Sisters of Mercy, and Edmund Rice, founder of the Christian Brothers. Both founders believed in the life giving power of education. St Philomena's is a significant part of St Francis Xavier's Parish and exists within that community to support parental efforts in the development of the faith of their children. By enrolling your child at St. Philomena's, you have openly, and at a personal cost, affirmed your belief in the basic value of a Catholic Education.

St Philomena's School recognises the importance and value of family. It invites parents to share an active involvement in the life of our school and offers a variety of opportunities for parent participation. We believe that this enhances each child's education through strong home-school relationships. Our school is a place of welcome, involvement and belonging, where a strong emphasis is placed upon pastoral care for all members of the community. St Philomena's School functions as one school, with primary and secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Within a caring learning environment, characterised by strong parental involvement, devoted and experienced staff create educational experiences which inspire a lifelong love of learning.

St Philomena's School reflects educational change. It is embracing innovative teaching practice and rethinking how it delivers education, to be able to offer today's young people an education that is relevant to the way they live and will work in the 21st century. We value the importance of daily literacy and numeracy blocks in prime learning time and the development of critical thinking skills, with an independent approach to learning, emphasised in both the primary and secondary departments.

There is a strong sense of community at St Philomena's School. With a dedicated staff, an active Parents and Friends Association and a progressive School Advisory Council, the school is part of a vibrant and supportive parish.

For further information on the school, please visit <http://www.stphilomenasmoree.nsw.edu.au/index.php>

Commencement

The commencement date for this position is as soon as possible or as negotiated with the successful candidate.

Position Purpose

The mission of the role of the Leader of Curriculum (K-10) at St Philomena's Catholic School is, as a member of the Instructional Leadership Team, to assist and support the School Principal in the leadership of quality curriculum design and development with the school. The Leader of Curriculum (K-10) seeks to encourage the learning of students within a Christ centred, engaging, collaborative and nurturing environment. The focus of the role of the Leader of Curriculum (K-10) is to ensure the learning and teaching provided across the school is of the highest standard, and is consistent across all stages of learning and curriculum areas within the K-10 learning environments.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Educational & Curriculum Leadership	<ul style="list-style-type: none">● Ensure own teaching is of the highest quality, reflects educational best practice and is aligned with school and system strategic priorities .● In collaboration with the St Philomena's Instructional Leadership Team, ensure all classrooms are places where high quality learning and teaching is taking place, including learning and teaching strategies that are underpinned and aligned to school and system best practices.● In collaboration with the Inclusion Support Teacher, ensure that learning and teaching programs include appropriate quality differentiation and adjustment mechanisms and structures to support students with a range of educational needs.● Lead the strategic planning, preparation, monitoring and evaluation of all learning and teaching programs across the school, ensuring NESA and Diocesan compliance requirements are met on a consistent basis.● Ensure appropriate implementation of curriculum policies and procedures within the school.● In collaboration with the Instructional Leadership Team, lead and support (in the area of curriculum development) the effective Professional Learning Team process within the school.
Collaborative Leadership	<ul style="list-style-type: none">● In collaboration with the Instructional Leadership Team, ensure all staff in the school have adequate resourcing to provide quality learning and teaching in their Innovative Learning Environments (ILEs).● When required, in collaboration with the Instructional Leadership Team, plan, lead and deliver Staff Meetings.● Make regular contributions to the newsletter each fortnight regarding events in the school.

	<ul style="list-style-type: none"> ● Plan and coordinate major events within the school such as major excursions, year level incursions, social discos etc. ● In collaboration with the Instructional Leadership Team, ensure parent information sessions/workshops and parent teacher conferences in the school are professionally planned and delivered, and are aligned with overall school themes and expectations. ● When required, be involved in the process of recruitment and/or selection or new staff within the St Philomena's Catholic School. ● In collaboration with the Instructional Leadership Team, identify and coordinate professional learning needs for staff that align with school and system initiatives as part of the Annual School Improvement Plan.
Classroom teaching	<p>All teachers employed in the Diocese of Armidale</p> <ul style="list-style-type: none"> ● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community. ● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported. ● Plan, prepare, record, evaluate and report on work to be undertaken by classes. ● Use a contemporary pedagogy and high-yield strategies to meet students' individual needs. ● Identify learner needs, conferring with specialist staff in the school as required. ● Communicate in a clear, respectful and professional way in order to optimise each student's development. ● Attend all lessons and be punctual to class. ● Maintain professional confidentiality with regard to students and their families. ● Be proficient in the use of ICTs as a teaching and administrative tool.
Record keeping and reporting	<ul style="list-style-type: none"> ● In a timely manner, assess and provide effective feedback on students' work and keep complete and accurate records of each student's progress. ● Communicate with parents in written reports and parent teacher interviews, and at other times as required. ● Carry out administrative tasks thoroughly and punctually.
Other duties	<ul style="list-style-type: none"> ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Help to enable the best use of shared resources. ● Undertake playground, class and other supervisions according to rosters as required. ● Work with colleagues to review and develop the curriculum and write course documents.

	<ul style="list-style-type: none"> ● Attend and actively participate in staff and faculty professional development meetings, as required.
General	<ul style="list-style-type: none"> ● Undertake regular professional development in order to meet professional growth as indicated in the AITSL Standards for teachers, and the requirements of NESA. Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational research. ● Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held that are aligned with school plans and priorities. ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

St Philomena's School Moree reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at St Philomena's School Moree

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment with St Philomena's School Moree is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Minimum of three (3) years classroom experience.
- Demonstrated knowledge of pedagogy associated with the NSW K-10 syllabus.
- Ability to work as part of a high performing Instructional Leadership Team.
- Demonstrated skills in information and communication technologies.

- Demonstrated teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated capacity to team teach.
- Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student.
- Demonstrated high standard of competency and proficiency in classroom practice and student management.

Desirable criteria

- Previous leadership in a K-10 School.

Application

For questions regarding the professional nature of this position, please contact St Philomena's on (02) 6752 1577 or email jmcdowall@arm.catholic.edu.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Vaccination Requirements

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.