



- promote a vibrant and exciting sense of learning at the Two Wells campus
- have responsibility for monitoring and annual review of curriculum offerings at Two Wells, in collaboration with the Assistant Principal – Teaching and Learning and Head of Campus - Two Wells
- have responsibility for overseeing the Learning Management System (SEQTA), providing professional learning to staff in line with College expectations
- have responsibility for establishing processes to gauge the success of teaching and learning programs at the Two Wells campus in terms of its relevance to the needs of the students, working closely with the Head of Campus
- monitor developments in curriculum and instigate the necessary discussions with the Head of Campus, PORs and teaching staff to implement any required modifications, using contemporary research and AITSL and ACARA standards to guide continuous improvement in teaching
- have a working knowledge of Crossways Curriculum, including MITIOG and Child Protection Curriculum
- have an outstanding knowledge and pedagogy in teaching of literacy and numeracy
- have an understanding of Middle School pedagogy
- have an understanding of the SACE, including current knowledge of future pathways open to students in secondary education
- be able to incorporate strategies for successful transition through Primary, Middle and Secondary education

#### Leader of Staff

The Director of Curriculum and Wellbeing will:

- have responsibility for overseeing teaching staff at Two Wells and will be the direct line manager for POR1 staff
- have responsibility for ensuring ongoing development and learning for staff through review and encouragement. They will have the ability to plan a professional learning program, in conjunction with the Head of Campus, and lead staff in professional learning, at all times encouraging learning through mentoring and coaching
- review teacher performance and assist with the development of individual professional learning plans under the direction of the Head of Campus

#### Pastoral Care

The Director of Curriculum and Wellbeing will:

- oversee the pastoral care and behaviour management of students at the Two Wells campus in collaboration with the Head of Campus - Two Wells, including meeting and communicating with parents/caregivers and external providers as required
- employ behaviour management strategies which ensure a safe, orderly and successful learning environment in line with College policy
- be the next point of referral, after the classroom teacher, for families experiencing difficulties in regard to student academic, social or behavioural matters or other concerns and will liaise with teachers, students and families as to appropriate action, including restorative practices, as per College policy
- monitor developments and trends in student wellbeing nationally and internationally and instigate discussions to implement any required/desirable modifications to the curriculum or curriculum delivery at Two Wells, in collaboration with the Head of Campus, to ensure each individual student is catered for. This will include those students with additional needs, in collaboration with the Inclusive Education Coordinator and the Two Wells Inclusive Education Coordinator/Learning Coach

#### Organisation and Other Supervision

The Director of Curriculum and Wellbeing will oversee campus events, when appropriate, such as, Parent Information Nights, Assemblies, End of Year events, Photo Day, Open Nights.

They will be expected to attend significant campus and College events.

### Administrative and Management skills

The Director of Curriculum and Wellbeing will:

- work closely with the Head of Campus - Two Wells and Assistant Principal – Teaching and Learning to coordinate the annual curriculum documentation process to ensure external requirements are met as it relates to the Two Wells campus, including with respect to CESA data requirements, NAPLAN analysis, parent and student surveys, etc
- develop, in conjunction with POR1 staff, an annual budget proposal for each learning area to be put to the Head of Campus - Two Wells and Business Manager and assist in the negotiation process, establishing a reference point to enable renegotiation of learning area budgets, if necessary
- have responsibility for overseeing the NAPLAN testing procedures at the Two Wells campus in conjunction with the Two Wells Inclusive Education Coordinator/Learning Coach

### Out of School Hours Care

The Director of Curriculum and Wellbeing will:

- in conjunction with the Head of Campus - Two Wells, provide support to OSHC staff and teachers to ensure students arrive safely in OSHC at the end of the school day
- assist OSHC staff with student behaviour management
- attend OSHC meetings, as chaired by the OSHC Director

### Relationships

The Director of Curriculum and Wellbeing will:

- exercise their role in direct negotiation and liaison with the Head of Campus - Two Wells
- liaise with the Assistant Principal – Teaching and Learning and Assistant Principal – Pastoral Care as required, ensuring a cohesive cross-campus team

### Personal Skills, Abilities and Knowledge

The Director of Curriculum and Wellbeing must have the ability to:

- relate successfully to staff, students and parents/caregivers in a manner that is responsive to their particular needs
- communicate clearly and effectively with students, staff, parents/caregivers and members of the wider community
- work effectively with the Principal, the College Leadership Team and staff for the benefit of all students
- work effectively in a busy, dynamic and changing working environment

The Director of Curriculum and Wellbeing must have skills in:

- the effective organisation of curriculum and pastoral care initiatives
- conflict resolution and problem solving

The Director of Curriculum and Wellbeing must have knowledge of:

- current educational issues, including curriculum developments at local and national level and supporting responses at school level
- current pedagogical practices, including Middle School pedagogy
- the SACE, including current future pathway opportunities open to students
- experience in counselling students through the subject selection process
- knowledge of relevant issues affecting contemporary curriculum development
- social justice principles and practices
- legal obligations and confidentiality requirements

## Qualifications and Experience

### Essential Requirements

- The ideal applicant will have had previous experience in at least one POR role
- An ability to support the Salesian/Catholic ethos of the College
- South Australian Teacher Registration
- Working with Children Check (Child-Related)
- Teacher Accreditation in Catholic Education SA
- Responding to Abuse and Neglect – 7-hour program and update certificates
- First Aid
- Significant interest in the area of school improvement through teaching and learning and pastoral care initiatives
- Excellent interpersonal and communication skills
- Excellent organisation skills
- Excellent and demonstrated IT skills

### Work Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

### Performance Review

The employee must undertake performance review on a biennial basis

On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

### Acknowledgement

I have read and understood the requirement of the position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and conditions.

SIGNED \_\_\_\_\_ Date \_\_\_\_\_

*(Principal or Delegate)*

SIGNED \_\_\_\_\_

*(Employee Signature)*

SIGNED \_\_\_\_\_ Date \_\_\_\_\_

*(Employee Print Name)*