

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

Leader of Curriculum Operations

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The Leader of Curriculum Operations is a member of the Curriculum Team and is responsible for leading the smooth, efficient and effective implementation of systems and processes that support curriculum compliance and effective teaching and learning.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Coordinate organisational and administrative tasks required to ensure the delivery of a high quality curriculum which is compliant with NESA and AIS VET requirements by:

- Managing processes for the entry and extraction of student data and results into NESA Schools Online.
- Managing HSC Disability Provisions applications and liaising with the Learning Support team and students and parents with regards to these.
- Coordinating compulsory NAPLAN and Minimum Standards testing and student completion of All My Own Work.
- Liaising with the HSC Presiding Officer to facilitate the HSC examinations.
- Supporting processes for registration and accreditation of curriculum documentation.
- Supporting the Curriculum Leaders to extract and analyse data from Schools Online and Scout, including HSC and NAPLAN data.
- Supporting relevant teachers and Curriculum Leaders in ensuring the delivery of VET curriculum which is compliant with AIS NSW VET requirements, including liaising with the AIS RTO as compliance officer.

Promote the smooth operation of the College's timetable and the effective organisation of curriculum events by:

- After timetable construction, managing ongoing changes to the timetable and student enrolments in Edval and TASS, including allocating classes and timetables to new students.
- Developing duty rosters in Edval.
- Coordinating examinations and other large scale testing and competitions for both Primary and Secondary, including associated organisation and administrative tasks such as the development of examination timetables and supervision rosters, ordering examinations, booking facilities, and effectively communicating examination information with staff, students and parents.



- Liaising with the Deputy Principal in relation to the inclusion of curriculum events on the College Calendar and facilitating these curriculum events through the development of appropriate event timetables, facility and resource bookings, and effective communication with students and families regarding the organisation of curriculum events and student participation.
- Attending and contributing to regular Operations meetings.

Support the implementation of assessment, reporting and timetable development processes by:

- Collating assessment calendars and report information and liaising with teachers, Curriculum Leaders and the Administration team to ensure the timely and accurate communication of report information to parents.
- Managing special provisions applications and liaising with Curriculum Leaders, teachers, parents and students about any adjustments to assessments.
- Supporting the Director of Teaching and Learning with subject selection by carrying out organisational and administrative tasks including scheduling student pathway interviews, course confirmation interviews and organising subject selection events.
- Supporting the Director of Teaching and Learning with the timetable development process.
- Supporting the Director of Teaching and Learning with ensuring Curriculum Leaders are delivering high quality teaching and learning within their faculties.
- Attending weekly Primary and Secondary Curriculum Leaders meetings and Complex Needs meetings to facilitate communication of information between key stakeholders.
- Ordering classroom stationary to meet the regular teaching needs of Primary and Secondary teaching staff.

Contributing positively to the ethos and strategic direction of the College as well as working productively as a member of a team, actively promoting WHS procedures and working collaboratively with College staff.

Knowledge, Skills and Qualifications

- Bachelor of Education (or equivalent)
- At least eight years teaching experience and significant experience in a range of leadership positions (preferred)

Personal Qualities and Attitudes

- Demonstrated capacity to support and promote the College ethos.
- Innovative teacher with an excellent knowledge of NESA compliance requirements.
- Skill and experience in managing and leading a broad range of staff.
- Highly developed interpersonal skills, a self-reflective character and calm under pressure.
- Ability to work efficiently to meet internal and external deadlines.
- Excellent technology, communication and organisation skills.
- Experience and expertise with the use of student database, timetable management software and content management learning systems.

Remuneration

The appointee to this position will be remunerated at a Co-ordinator 2 level in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement. The time release for the position is 20 periods per fortnightly timetable cycle.