

MARIST COLLEGE CURRICULUM LEADER JOB DESCRIPTION

NAME: _____

POSITION: _____

APPRAISER: _____

NB. Also refer to the Job Description for Experienced Classroom Teachers. The Performance Review will cover both areas.

OBJECTIVE 1: To ensure the Catholic Marist character of the school is maintained and enhanced.

DIMENSION	Performance Indicators Include/Expected Results Include
1.1 SPECIAL CHARACTER • Contributes to Special Catholic Character	• Actively and consistently supports the Special Catholic Character of the school including Special Catholic Character events. • Knows about the schools Marist history and tradition and supports the Marist charism. • Content and method of teaching is in harmony with Special Catholic Character. • Encourages students and staff to value knowledge as part of Gods truth. • Bases relationships with staff and students on Gospel values and models the values personally. • Develops in students a sense of self-worth, self-discipline and belief in a positive future. • Seeks guidance on ways to develop in students, integrity, being true to God, to self and others and honouring commitments. • Participates in forms of Special Catholic Character professional learning that may be provided each year. • Ensures subject curriculum reflects the school Special Catholic Character. • Ensure Department meetings reflect Special Catholic Character.

OBJECTIVE 2: To be an effective Curriculum Leader

Dimensions and Key Tasks	Performance Indicators Include
PROFESSIONAL LEADERSHIP	• Tasks identified in job description/project plan are met in a timely, appropriate manner. • Proactively leads and assists staff to improve their skills in teaching and learning approaches, shares ideas. • Acts as a role model for staff on professional teaching practice through classroom modelling. • Participates as an effective member of the middle management team. • Actively supports decisions made by the Principal or Senior Leadership Team. • Keeps up to date with current management processes through reading and training. • Actively seeks opportunities to improve knowledge and skills. • Contributes to professional debates both within and beyond the school. • Ensures programmes reflect the school's policies and Special Catholic Character • Considers and recommends ways the school's programme and policies need to be modified in response to cultural, social, demographic and economic changes. • Curriculum addresses learning needs of students. • Maintains a positive relationship with school and wider community. • Promotes the Special Catholic Character of the school in teaching programmes and within the department.

CURRICULUM To develop and review curriculum for effective teaching and learning	• Design and deliver programmes aligned with the New Zealand Curriculum and related assessment requirements for each year level. • Ensure programmes and supporting resources are available to members of the department. • Support members of the department to effectively implement curriculum while also supporting the learning needs of students in their classes. • Ensure programmes of work are differentiated to meet the needs of all learners. • Assist staff to keep abreast of developments within the curriculum area. • Support department members to distribute course outlines detailing content and assessment requirements to Year 7-13 students at the beginning of each year.
ASSESSMENT AND REPORTING To provide and monitor a programme of assessment and reporting of student work	• Assessment statements and tasks, which meet the requirements of the New Zealand Curriculum, are specified and applied for each unit of work at each year level. • Assessment results for all students at a particular level are collated. • Assessment information is analysed to identify students and groups of students who - are not achieving - are at risk of not achieving - have diverse learning needs • Assessment information is used to determine aspects of the curriculum which require particular attention. • The design of the subject report form is consistent with school policy but reflects the assessment programme of the department. • A system of tracking student achievement/progress from Year 7 – 13 is established and the information used to influence the teaching programme.

STAFF AND STUDENT MANAGEMENT To communicate effectively with staff and students in order to ensure that the learning/teaching goals of the department are achieved	• Communicates clearly, concisely and in a timely manner e.g. In management documents, department minutes, explanation to board, staff, students, parents as appropriate. • Actively supports the school's student management policies and procedures. • Assistance is given with behaviour management which may arise and may hinder effective teaching and learning within the department. • Systems in place to ensure staff are following policies set out in the management documents e.g. Appropriate use of resources/methods • Participates in and contributes to reviewing teacher performance against the professional standards by: - Conducting professional conversations with staff - Ensuring class observations are undertaken. - Providing staff with feedback on strengths and areas for improvement • Provides effective, targeted and ongoing assistance to beginning teachers. • Ensures members of the department are aware of professional learning opportunities and within the constraints of the budget encourages participation in appropriate professional learning. • Engages in professional learning which develops restorative practices in the department and wider school.
RESOURCE MANAGEMENT	• Manages within the allocated budget. • Consults staff about purchase of resources. • Resources are effectively allocated and reflect department goals/plan. • Resources are up to date and appropriate to courses. • Systems are in place for efficient management of resources e.g. Information, booking systems, instructions for use, accessibility, budget planning. • Available resources are focused on areas that have the greatest benefit to student learning outcomes. • An up-to-date inventory of all resources, equipment and textbooks is maintained