



## Position Description

### INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

<b>POSITION TITLE:</b>	Head of Curriculum (Member of the Education Executive)
<b>CONTRACT:</b>	Permanent, Full-Time
<b>REPORT:</b>	Head of School/s – Primary or Secondary
<b>DEPARTMENT:</b>	Education
<b>HOURS OF DUTY:</b>	Monday – Friday / 38 hours per week (1 FTE) NB: some responsibilities throughout the year may fall outside of normal work hours.
<b>PROBATION PERIOD:</b>	6-month probation in accordance with EBA
<b>LOCATION:</b>	Parklands Christian College, Park Ridge, QLD

### POSITION PURPOSE AND OBJECTIVES

To manage P-12 Curriculum including the facilitation of:

- Learning Communities
- CLEAR Pedagogy & Quality T & L
- Reflective Practices for Improvement

### KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

Members of the Education Executive are collaboratively responsible for managing the College's core educational operations and assists the Principal in the implementation of the College Strategic Plan. This position acknowledges the specific responsibility for:

- Curriculum
- Teaching & Learning (T&L)

Scope of the position:

#### Christlikeness (Mission/Ethos)

A Member of the Education Executive at Parklands Christian College has a personal relationship with Christ that forms the basis by which they serve, understanding of and commit to supporting and enhancing the mission and ethos of Christian Education within the school by:

- Actively supporting and enhancing the faith life and values of the school.
- Ensuring that the teachings, values and practices of the Christian faith form a foundation for learning, teaching and caring for others.
- Establishing positive relationships including engagement in the pastoral care of students and supporting their spiritual and moral development.
- Protecting and enhancing College culture
- Implement reflective practices for improvement

#### Learning (Professional Learning)

A Member of the Education Executive at Parklands Christian College are lifelong learners and commits to maintaining currency of professional knowledge and skills and participating in the school renewal processes by:

Evaluating student care & wellbeing practices by participating in professional supervision.  
Maintaining and demonstrating knowledge of relevant contemporary theoretical approaches and clinical skills.

Maintaining a high level of knowledge relevant to their student care & wellbeing areas including child protection and policy application.

Regularly engaging in collaborative processes through which they share knowledge of key theory, clinical skills and research with colleagues.

#### Excellence (Professional Practice)

A Member of the Education Executive at Parklands Christian College demonstrates effective theoretical and clinical skills which supports the development and maintenance of positive relationships with students and colleagues by:

- Explain, interpret and promote our College CLEAR Values and Pedagogy, and embedding these in systems and practices that ensure their longevity and relevance
- Creating a nurturing and ordered behaviour education environment which is person-centred, supportive, cooperative and aligned with relevant student care & wellbeing policies, documents and practices.
- Collaboratively developing and implementing quality staff and student care & wellbeing programs and appropriate theory; evaluating their effectiveness; assessing and reporting student progress and development outcomes; and reporting these to students, parents and the community.
- Implementing effective, adaptive, inclusive and equitable practices and theoretical approaches.
- Proactively and collaboratively engaging in professional renewal practices to enhance student outcomes and improve the College's affective ability to care.
- Working collaboratively with the Education Executive, teachers and other staff members in contributing to the professional life and improvement of the school.
- Providing effective supervision of staff and students and contribute to the health and safety of the workplace.
- Providing reflection opportunities and practices for staff improvement and growth.

#### Attitude (Professional Responsibilities)

A Member of the Education Executive at Parklands Christian College demonstrate a proactive approach to protecting and enhancing culture that produces confidence and reflects Christ-like attitudes and actions by:

- Communicating and demonstrate effectively the "way we do things" at Parklands
- Communicating effectively "how we want to be and act like Christ" (Christlikeness) at Parklands
- Actively promote a Christian Worldview and an associated philosophy of education
- Provide clear vision and goals to staff and students
- Adopt and promote an outlook of "hope" that staff and students can grasp and attain

#### Respect (Professional Engagement)

A Member of the Education Executive at Parklands Christian College respects, fosters and develops appropriate professional relationships with parents, carers and the wider school community by:

- Valuing and supporting the distinctive role of parents and carers as partners in the learning and teaching process.
- Encouraging and supporting the involvement of the school and students in the life of the church.
- Engaging the wider community, where appropriate, in student care & wellbeing programs.
- Supporting, as appropriate, the involvement of the school in special events and celebrations.

## CORPORATE RESPONSIBILITIES

The work of the Head of Curriculum will be consistent with the College's mission statement, [CLEAR values](#), [Code of Conduct](#) for employees, and published [policies, procedures and practices](#).

**All non-teaching staff are required to observe the following corporate accountabilities:**

### **General requirements**

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and [EBA](#).
- Support and implement the [College Mission Statement](#), policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the [College Staff Dress Guidelines](#).

### **Mandatory requirements**

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

## PERSONAL ATTRIBUTES

A suitable candidate for this position will be an effective communicator, logical, highly organised, be loyal to the Head/s of School, present a professional image, demonstrate an active faith and involvement in their local church.

### **Qualifications/Certifications**

- Relevant teaching qualifications
- QCT Registration
- Current Senior First Aid / CPR certificate or we can assist you to obtain
- Current Working with Children Check or willing to obtain one prior to start

### **Skills**

- Demonstrated capacity to lead and manage teachers, support families, and inspire students.
- Demonstrated understanding of, and commitment to the College's Strategic Vision.
- Philosophical alignment with respectful and restorative practices promoting student wellbeing and behavioural support.
- Ability to integrate technology and a good understanding of how it can be leveraged to enhance both teaching and learning
- Awareness of current issues and trends in education and an ability to lead institutional thinking and high-quality professional learning
- Understanding of the principles of organisational culture and behaviour, including skills of affective leadership approaches and problem solving
- Demonstrated ability in maintaining the highest standards of teaching and evaluating the impact of a learning program
- Ability to enact strategic and systems thinking
- Demonstrates effective but sympathetic approaches to performance management and professional development.

- Empowers others by Coaching for Success and Leading Others
- Leads by influence rather than authority where possible.
- Fosters an environment where creativity flourishes
- Pro-actively addresses issues.

**Abilities**

- Demonstrated ability working within a team in a busy environment to achieve daily goals.
- Demonstrated ability to manage and allow for some flexibility around simultaneous projects and needs, at times with short notice.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use initiative to problem-solve and forward plan.
- Flexibility and adaptability to changing situations and priorities.
- Ability to use discretion, tact and maintain confidentiality.

**Moved to new template by:** Alison Kingdom  
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**Approved by:** NA