

# Position Information Document

## ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)



### POR Tenure:

23 June 2025 – 6 July 2029

### Employment Type:

Fixed term, 4 years

### Salary:

Teaching Step + POR 3 Allowance

**POR 3 Allowance:** \$16,711 per annum

### Conditions of Employment:

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Assistant Head of Curriculum and Learning (Secondary).

The Assistant Head of Curriculum and Learning position is for a fixed term of 4 years and attracts the additional salary of a Position of Responsibility (POR) allowance. At the conclusion of the POR 3 tenure the appointed staff member will return to a substantive teaching position and associated salary. Should a further POR tenure be available, it will be advertised, and the appointed staff member may apply and be considered equally with other applicants.

The position has a teaching load of up to 0.4FTE

### Reports to:

Principal

Head of Curriculum and Learning R-12

**The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).**

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## 1. BROAD PURPOSE

The Assistant Head of Curriculum and Learning (Secondary) works closely with the Head of Curriculum and Learning R-12 to play a vital leadership role in driving and supporting the academic direction of the secondary school. The position supports the strategic direction of the College relating to excellence in learning and teaching specifically focusing on the design, implementation, and continuous improvement of curriculum, pedagogy, and assessment practices that promote high levels of student engagement, achievement, and growth.

## 2. KEY WORKING RELATIONSHIPS

Principal

Head of Curriculum and Learning R-12

Assistant Head of Curriculum & Learning (Pathways)

Director of Teacher Development

Head of Secondary School

Assistant Heads of Secondary School

Colleagues

Parents and Caregivers

Students

## 3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic Ethos, and which provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Actively support the College Purpose and Strategic Plan.
- Lead and support staff to build a culture of excellence and participation.
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan.
- Provide leadership in prayer and liturgy and other religious celebrations.

## **Position Information Document**

### **ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)**

- Undertake research and be aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching and co-curricular programs.
- Implement decisions made by the Leadership Team in regard to College policies and procedures.

#### **4. KEY RESPONSIBILITIES**

##### **Strategic Development**

- Contribute to the integration of Artificial Intelligence within the Curriculum, equipping staff and students with the skills to engage ethically and effectively with emerging technologies.
- Liaise with staff, other schools, and external organisations to lead the implementation and ongoing enhancement of Semester and Continuous Reporting processes.
- Contribute to reviewing, developing, and communicating academic procedures and policies to ensure they support a culture of high expectations, accountability, and continuous improvement.
- Lead the coordination, administration, and analysis of standardised testing including NAPLAN and ACER to inform teaching practices and support improved student outcomes.
- Work with the Head of Curriculum and Learning and other Assistant Heads of Curriculum and Learning to develop and implement a whole school approach to teaching and learning.

##### **Leadership**

- Develop Annual Plans with specific goals for improvement in line with the Strategic Plan with a specific focus on Excellence in Learning and Teaching.
- Undertake research and engage in professional learning opportunities to ensure the teaching and learning remains contemporary and dynamic.
- Provide wellbeing support to teachers in the team by listening and responding to concerns, offering guidance and encouragement, and liaising with other members of the College when required.
- Serve as the contact person for parents and community inquiries, addressing concerns and providing information in a timely and professional manner.
- Mentor and support Learning Area Leaders to ensure they are meeting the requirements of their role and developing their leadership capacity.
- Contribute to an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of the College community.

##### **Teaching and Learning**

- Collaborate with the Head of Curriculum and Learning R-12 regarding the strengths, concerns and areas for development of teaching and learning in the Secondary School.
- Support the development of best practice with a specific focus on effective and innovative pedagogy and methodology.
- Support the development and refinement of high quality teaching and learning programs within the Secondary School with a specific focus on Australian Curriculum based subjects.
- Contribute to the collection, analysis and interpretation of learning data to improve teaching and learning.
- Contribute to college publications, assemblies, staff meetings and other events to promote teaching and learning.

##### **Administration**

- Model and support teachers to effectively use Connect for documenting planning, assessment and recording student achievement.
- Complete administrative tasks for Connect as required to ensure teachers can use the system efficiently and effectively.

## **Position Information Document ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)**

- Contribute to the facilitation and checking of reports at the College and ensure teachers are meeting College expectations and guidelines.
- Play an active role in leading and supporting the subject selection processes and counselling for students to ensure they select subjects that are challenging and achievable.
- Lead and support the tracking and intervention of academic concerns to ensure students are held accountable to deadlines and academic integrity procedures.
- Contribute to the development and refinement of policies and procedures relating to teaching and learning to ensure processes are responsive to the needs of the College.
- Work with and support the WHS Compliance Manager to ensure staff are aware of WHS requirements for their learning area.
- Ensure that copyright regulations are followed by Secondary teachers.

### **Administration**

- The requirements of the role and associated responsibilities can vary in response to the needs of the College and the above Key Areas of Work may be varied as determined by the Principal.

## **5. PROFESSIONAL RESPONSIBILITIES**

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model our Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to ensure the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

## **6. SPECIFIC REQUIREMENTS**

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- Hold a current acceptable Working with Children Clearance.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- Relevant First Aid qualifications.
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.

## **7. PERSONAL QUALITIES AND SKILLS**

- Vision and passion for the education of children and young people.
- Ability to be innovative and strategic, with a solutions focus.
- A strengths-based approach.
- Exceptional relationship and interpersonal skills.
- Excellent written and oral communication skills.
- Proven administration and organisational capabilities.

## Position Information Document ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)

- High level of confidentiality, trust, integrity and work ethic.
- Demonstrate a commitment to ongoing learning and personal health and wellbeing.

### 8. WORK HEALTH AND 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 notified to workers by the employer that is related to health and safety at the workplace.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks or outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).