

Position Information Document

ASSISTANT HEAD OF CURRICULUM AND LEARNING (PRIMARY) (POR 3)



Term of Appointment:
21 July 2025 to 22 July 2029

Employment Type:
Fixed, 4 years

Salary:
Teaching Step + POR 3 Allowance

POR 3 Allowance: \$16,711

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 (Primary).

The Assistant Head of Curriculum and Learning (Primary) position is for a Fixed-Term of 4 years and attracts the additional salary of a Position of Responsibility (POR) Level 3. At the conclusion of this term the Assistant Head of Curriculum and Learning (Primary) will return to a substantive teaching position and associated salary at their Band 1 incremental step. In the circumstance that the College requires a POR appointment for the position beyond the first term the Assistant Head of Curriculum and Learning will be entitled to apply along with any other applicants should they wish to do so.

The position has a teaching load of up to 0.2FTE

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

1. BROAD PURPOSE

The Assistant Head of Curriculum and Learning (Primary) works closely with the Head of Curriculum and Learning F-12 to play a vital leadership role in driving and supporting the academic direction of the Primary 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 REPORTS

Principal
Head of Curriculum and Learning (F-12)
Head of Primary School

3. KEY WORKING RELATIONSHIPS

Principal	Director of Teacher Development
Deputy Principal	Year Level Coordinators
Head of Curriculum and Learning (F-12)	Colleagues
Head of Primary School	Students, Parents and Caregivers
Assistant Heads of Primary School	

4. 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.

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

5. KEY RESPONSIBILITIES

Strategic Development

- Improve literacy and numeracy outcomes for the College with a specific focus on increasing the number of students at or exceeding national and state standards.
- Ensure consistent and authentic implementation and documentation of the Australian Curriculum v9.0 across all year levels.
- Further development of Connect as our learning management system in the Primary School and supporting its integration into teaching and learning practices.
- 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.
- Collaborate with other key members of the College to develop a more comprehensive intervention program for literacy and numeracy.
- 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, ACER, DIBBELS and others 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 at 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, support and inspire Year Level Coordinators to ensure they are meeting the requirements of their role, developing their leadership capacity and leading their teams effectively.
- Lead and inspire Primary teachers to achieve excellence in the classroom through an understanding of evidence-based teaching and learning practice.
- Support teachers through regular classroom visits, observation, coaching and feedback to improve practice in literacy and numeracy.
- Chair the F-5 Curriculum and Learning Leadership Team meetings including setting agendas and minute taking and ensure follow-up on key actions and initiatives.

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- 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

- Further develop and refine comprehensive literacy and numeracy programs that utilises evidence-based research and programs.
- Develop, communicate and monitor literacy and numeracy learning goals, standards and expectations for improved student achievement.
- Collaborate with the Head of Curriculum and Learning (F-12) regarding the strengths, concerns and areas for development for teaching and learning in the Primary School.
- Support the development of best practice with a specific focus on effective and innovative pedagogy and methodology.
- Support the development and refinement high quality teaching and learning programs within the Primary 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.
- Assist and support the Head of Curriculum and Learning (F-12) and the Assistant Head of Curriculum and Learning (Secondary) with the learning transition from Year 5 to Year 6, including the handover of data.
- Work in partnership with Head of Curriculum and Learning (F-12) and the Assistant Head of Curriculum and Learning (Secondary) to develop consistent teaching and learning experiences across both campuses.
- Liaise with and support the Academic Extension Coordinator in the identification and programs for students in the Academic Extension Program.
- Contribute to and lead 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.
- Lead the facilitation and checking of reports at the College and ensure teachers are meeting expectations and deadlines.
- 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 the learning area.
- Ensure that copyright regulations are followed by Primary School teachers.

6. RELIGIOUS EDUCATION COORDINATOR DUTIES

- Coordinate and support planning for the learning area using the Crossways Framework and Anglican Schools Commission Religious Studies Curriculum across Years F-5.
- Integrate faith-based education with the general curriculum to promote a holistic learning environment.
- Support staff to integrate current theology into the life of their classroom and of the whole College.
- Support staff in the development and delivery of the Religious Education curriculum.
- Maintain the Religious Education curriculum statement.

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- Provide leadership and support to Religious Education teachers, guiding them in effective teaching strategies and curriculum activities.
- Contribute to the direction of teaching and learning at the College through attendance and participation in Curriculum and Learning Leadership Team Meetings.
- Support staff in designing rich assessment tasks and implementing sound moderation practices that align with the Performance Standards for reporting in Religious Education.
- Expose students to the Christian religion, ensuring that all practices within the College are in line with our beliefs and traditions. teach students about Christianity in the Anglican and Catholic tradition and make connections with the beliefs and practices of our college.
- Provide students with an understanding of the broad framework of religions, and the place of Anglicanism and Catholicism in that framework. Explore other world religions, celebrations, and practices in the light of our Christian faith in a multicultural society.
- Ensure that a challenging, relevant curriculum exists and that all students are engaged in it.
- Liaise with Diverse Learning and Academic Extension to ensure teaching and learning programs are challenging and achievable for all students.
- Be an advocate of the learning area within the community and encourage student participation within the learning area and other extension activities.
- Work in partnership with the Director of Spirituality, the Director of Wellbeing and Service and the Director of Student Life to promote and organise events which provide additional opportunities for engagement outside of classroom experiences.
- Liaise with networks, subject associations and other professional organisations to keep informed of trends and best practices within the learning area.
- Assist the Director of Spirituality in implementing Godly Play to enhance the liturgical teaching and sharing of the Christian Story.
- Support the integration of Godly Play into the broader Religious Education curriculum.

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.

7. 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 the dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

8. 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.

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- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.

9. 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 strength-based approach.
- Exceptional relationships and interpersonal skills.
- Excellent written and oral communication skills.
- Proven administration and organisational capabilities.
- High level of confidentiality, trust, integrity and work ethic.
- Demonstrate a commitment to ongoing learning and personal health and wellbeing.

10. 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).