



<b>Title</b>	<b>Head of Learning Area – Curriculum and Assessment</b>
<b>Department</b>	Teaching
<b>Reporting</b>	Director of Learning and Growth
<b>Location</b>	Senior School, Kew

## POSITION DESCRIPTION

### Our Intent:

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position:

The Head of Learning Area (Curriculum and Assessment) is a key driver of curriculum implementation at the College, both in their respective learning area and more broadly to achieve continuum of learning and growth through quality and innovative practices.

The Head of Learning Area (Curriculum and Assessment) is expected to lead the dynamic use of data to inform planning, and in combination with research and wider technology adoption, to lead the learning area in curriculum development and implementation.

The Head of Learning Area is expected to co-lead the learning area in conjunction with the Head of Learning Area (Pedagogy) to create a positive culture where open feedback and dialogue is created.

The position is expected to lead initiatives that support colleagues in planning and implementing learning and teaching programs using contemporary knowledge and understanding of curriculum, assessment and reporting requirements.

The position requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with colleagues, students and parents is essential. The role will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Senior School and works in partnership with the Director of Learning and Growth, Director of Senior School and other members of the leadership team.

This culture is centered in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence and is especially attentive to all matters of child safety.

## Core Duties and Responsibilities:

- The co-leadership of the Learning Area, working together with the Head of Learning Area (Pedagogy) in collaboration and partnership, sharing vision and responsibility. Strategic planning to co-lead the focus on raising standards of student achievement across all year groups.
- Employ the Ignatian Pedagogical Paradigm and implement the Xavier Teacher Framework and the College Pedagogical Framework by overseeing the planning and implementation of courses and assessment.
- Working closely with the Head of Curriculum and Assessment, VCE Assistant and Diverse Learning Team in monitoring and accommodating students with approved special provisions for assessments at Years 11 and 12.
- Working closely with Heads of House, the Head of Curriculum and Assessment, VCE Assistant and Diverse Learning Team in the practice and implementation of compliance requirements of students with ILPs, QDTP adjustments and known learning needs.
- Be responsible for close communication of and monitoring adherence with compliance requirements in terms of the delivery of content, assessment and reporting within Victorian Curriculum and VCE requirements.
- Develop strategies to ensure consistent collection of data and moderation across cohorts.
- Assist in negotiating interventions and remediation strategies for all Senior School students inclusive of VCE students in line with VCAA policies.
- Be knowledgeable about VCAA policies and procedures and lead staff in the consistent application of these requirements including, but not limited to, cross marking, accurate record keeping, cohort ranking and the setting of formal assessments such as SACs and SATs where appropriate.
- Evaluate school assessment policies and strategies to support colleagues with using data to diagnose learning needs, and to evaluate moderation activities that ensure consistent and comparable judgements of student learning that meets curriculum requirements.
- Conduct a thorough analysis of NAPLAN, PAT, Allwell, VCE results, devising strategies and actions relevant to curriculum and assessment, reporting results to the Head of Learning and Growth and the Director of Senior School.
- Maintain all appropriate records including teaching and assessment documentation, reporting, students' individual files and records, ensuring compliance with policies and guidelines, including communications and child protection.
- Be responsible for the effective and prudent management of the Learning Area's physical and financial resources including booklists and student resources.
- Working with Heads of House to ensure that parental contact is acknowledged in a timely manner by involving appropriate colleagues and documenting relevant information through the LMS.
- Coordinate, design, analyse and evaluate curriculum in Years 7 – 12, ensuring that exemplary curriculum documentation is prepared, implemented and evaluated in a systematic manner by overseeing the work of course convenors, learning teams and teachers in their specific areas.
- Work in cooperations with subject teachers regarding overseeing co-curricular activities and excursions related to the Learning Area.
- Oversee the development of unit plans, scope and sequence planners, assessment tools and Course Guide content by course convenors and subject teachers ensuring that documentation has transitional alignment from Junior School (Burke Hall) and that curriculum is covered.
- Oversee the effective use of the LMS as a learning and assessment and as a tool for communication and feedback.
- Taking an active co-head role in the subject selection process and in staffing.
- Ensuring that a safe system of work exists and that every aspect of the study, work or performance environment complies with obligations under the College's Occupational Health and Safety guidelines.
- Completing child safety and wellbeing training in accordance with the College's directions.
- Acting in accordance with the College's Code of Conduct and Child Safety & Wellbeing Policy and maintain a zero-tolerance approach to child abuse.
- Actively contributing to a child focused culture that supports a safe learning environment for all students.
- Making reportable conduct reports and meeting mandatory reporting obligations as required by the legislation and the College's child safety and wellbeing policies.
- Any other reasonable duties as directed by the Director of Learning and Growth.

## ***Additional Responsibilities – Head of Learning Area (Curriculum and Assessment) – Commerce & Enterprise***

Other responsibilities specific to Learning Areas include:

- Across subjects in the Commerce & Enterprise Learning Area, have oversight of Learning Area curriculum materials, assessment resources and curriculum compliance requirements.
- Oversight of examination storage, document control, confidentiality, ordering of external exam resources and facilitation of external marking where required.
- Working closely with Head of Curriculum and Assessment, identifying staffing needs for VCAA examinations, invigilation and supervisions of assessment throughout the year.
- Identify and develop partnerships and networks with relevant industry, university and other schools in line with the agreed priorities in the XC150 Strategic plan.
- Development and fostering of challenging and engaging enrichment activities that add value to the curriculum and provide learning opportunities for students outside structured coursework and classroom environments.
- Have oversight of Learning Area calendar activities such as scope and sequences, assessment schedules, SAC calendars, examinations, excursions and events and ensure that the planning of these is done with whole school picture planning and operational consideration
- Review and monitor efficient ordering and stock control practices for curriculum materials to ensure that they are stored effectively and available when required.
- Establish, in consultation with the Head of Curriculum and Assessment, criteria for academic acceleration and play an active role in the identification and recommendation of candidates for student awards and academic recognition of excellence or outstanding progress.
- Review student progress and make recommendations based on evidence that includes data such as: standardised testing, outcomes, reporting results and transition documentation.
- Contribute to academic forums, networks and schools where appropriate to engage in partnerships and curriculum advancements or updates.

### **Selection Criteria:**

- Demonstrable commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Ability to meet the Application Criteria through demonstrable practice.
- Ability to meet the Compliance Criteria.
- Ability to meet the inherent requirements of the role (Core Duties and Responsibilities)
- Ability to demonstrate leadership through the Pillars of the Strategic Plan.
- Ability to demonstrate the Xavier Leadership Traits through lived practice.
- Ability to engage in the full life of the College through a diversity of skills and work capacity.
- Demonstration of qualifications and credentials denoting higher learning and proficiency.

### **Compliance Requirements:**

- Working With Children Check 'E' card.
- Australian Childhood Foundation "Safeguarding Children" and all child safety requirements.
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Australian Jesuits Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management.

### **Other Duties:**

The nature of the position is that the Head of Learning Area (Curriculum and Assessment) will be required to be available outside normal school hours and be available to attend College events as might be relevant. The position may also be asked to undertake other leadership responsibilities as directed by the Director of Learning and Growth, the Director of Senior School or the Principal.

**Terms and Conditions:**

**Reporting Line:** Director of Learning and Growth  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Location:** Senior School, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2023.

## Positions at Xavier College

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### Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

#### **As a significant leader at the College, these attitudes and habits should be:**

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

#### **An educator at Xavier College:**

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

## Positions at Xavier College

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### Our Xavier Leadership Traits

Our Intent at Xavier, highlighted in our Strategic Plan, is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

As a member of staff of the College should consistently display effective leadership traits.

At Xavier, we have identified 7 traits:

- **Through Christ and Ignatius**  
*Christ-centred and driven for the Ignatian ideals of competence, conscience, compassion and commitment.*
- **Aspire high and dig deep**  
*Leading high standards and aspirational for the magis, self and team*
- **Lead for person, team and mission**  
*Distributive in leadership and respectful custodian of the tension between 'cura personalis' and 'cura apostolica'*
- **Host conversations with candour**  
*Collaborative and collegial, ensuring candour in quality conversations*
- **Swim well in your lane and be adept at understanding your ripples**  
*Undertake the things within your purview well, but understand and be attentive to the impacts that your actions have on others*
- **Attend to process, solutions and outcomes**  
*Attentive to process, solutions and outcomes*
- **Pursue the possible**  
*Agents of growth, fostering a community that supports ideas, innovation, divergent thinking and the pursuit of the possible*