

Head of Department - Curriculum

Team Leadership

- Plan and lead five Team Time meetings per week, aligned with the school's moderation cycle, AIP priorities, and staff professional learning needs.
- Contribute to the school leadership team, engaging in decision-making aligned with the school's strategic plan and improvement agenda.
- Act as Duty Officer as required.
- Assist the Principal in developing and maintaining the whole-school timetable ensuring NCT and curriculum requirements are met.
- Provide ongoing support to teaching staff, especially around curriculum, planning, and reporting.
- Liaise with the Guidance Officer and Deputy Principal to align general capabilities curriculum with DREAM values, Quality of Life and PBS
- Contribute to staff professional development, supporting Principal and Deputy Principals to deliver key messages aligned to school priorities.
- Support with classroom needs, including student behaviour support, supervision support or teaching and learning support.
- Work across both campuses to ensure consistent curriculum implementation.

QCAA Administrator

- Support teachers to select and upload QCIA goals to create curriculum plans – Approve these plans on QCAA.
- Support and quality assure statement of achievements for QCIA certificates.
- Submit QCIA portfolios and draft certificates for QCIA verification.

Reporting & OneSchool Responsibilities

- Provide training to teachers on OneSchool functions, including ICP creation, behaviour incident reports, academic reporting, records of contact, evidence of learning and academic history.
- Monitor SORD and OneSchool data to support assigning students to the correct curriculum assess points.
- Adjust student class roll if a change occurs to classes or teachers.
- Set up new reporting periods, ensuring grade scales are correct, there are no comment requirements, and subjects are assigned to correct teachers.

Lock and close reporting period, including grade quality assurance, downloading all reports and distribute the final report cards to teachers.