



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Curriculum and ExCEL Program Leader
Reports To	Principal, Assistant Principal, Teaching and Learning

PRIMARY PURPOSE OF POSITION

The Curriculum and ExCEL Program Leader is a member of the Teaching and Learning Executive (TLX) and the Teaching and Learning Leaders (TaLL) team, with responsibility for leading whole-college curriculum development and the strategic direction of the Year 9 ExCEL program.

The role contributes to the College's improvement agenda through coordinated leadership of teaching, learning, and innovative program design. In relation to curriculum, the leader plays a key role in leading and organising curriculum development across the College, including the design, coordination and implementation of curriculum-linked practices and processes. This includes a strong focus on enhancing professional practice through effective pedagogical strategies, ensuring consistency, quality, and alignment with the College's strategic priorities.

The leader supports Learning Area Leaders and teachers in designing engaging and future-focused work programs, promotes the integration of technology into teaching and learning, and ensures staff remain informed about relevant educational legislation and curriculum updates. Equally, the leader is responsible for the leadership, coordination and ongoing development of the College's Year 9 ExCEL program. This includes driving innovation, strengthening the program's design and delivery, and actively promoting its value within and beyond the College community.

The program leadership ensures that ExCEL reflects the College's commitment to experiential learning, student engagement, and strategic growth, while maintaining coherence with broader curriculum directions.

STATEMENT OF DUTIES

<p>Educational Programs and Innovation Leadership</p>	<ul style="list-style-type: none"> • Leading innovation and facilitating the development and review of the College's learning and teaching program at Year 7 to 12 in accordance with the Victorian Curriculum 2.0, VCAA, EREA Victorian Schools Ltd and Catholic Education Authority requirements and guidelines that are reflective of best practice in teaching effectiveness to improve student outcomes. • Leading and facilitating strategic professional learning of teaching staff to support and develop their capacity and confidence as teachers with a focus on the implementation of a broad range of innovative learning and teaching practices including inquiry-based learning, design thinking and training programs. • Embed a culture where innovation and change are encouraged to ensure delivery of dynamic learning programs, such as ExCEL, and the development of future programs which engage and enrich students and meet individual differences. • Year 9 ExCEL Program Oversight and Coordination: <ul style="list-style-type: none"> ➢ Promoting the ExCEL program within and beyond the College.
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	<ul style="list-style-type: none"> ➤ Maintain overall responsibility for the effective delivery and strategic direction of the Year 9 ExCEL program at Parade College. ➤ Coordinate the planning and implementation of Extended Learning Projects (ELP) and Learning 4 Life (L4L) initiatives, ensuring alignment with the College’s educational goals. ➤ Leading continuous improvement and innovation within the ExCEL program. ➤ Using data and feedback to refine program design and delivery. ➤ Liaise with Learning Area Leaders to support curriculum integration and ensure ExCEL activities complement core learning outcomes, and have updated course documentation, materials and lessons. ➤ Strengthening the alignment between ExCEL pedagogy and whole-school Teaching and Learning practices. ➤ Reporting on student engagement and learning outcomes. ➤ Incorporating student voice in the design and evaluation of ExCEL experiences. ➤ Oversee the approval process for all ExCEL related excursions, ensuring they align with program objectives and meet duty of care and risk management requirements. ➤ Serve as the primary point of contact for all ExCEL related inquiries from staff, students, and parents. ➤ Collaborate with the Timetable Team to ensure ExCEL classes are appropriately staffed and scheduled. ➤ Work with the Director of Organisation to coordinate staffing logistics related to ExCEL excursions and activities. ➤ Liaise with the Dean of Students (Years 9–10) to integrate the ExCEL program with year-level development initiatives and student wellbeing strategies. • Resource Lists Coordination: <ul style="list-style-type: none"> ➤ Oversee the coordination of the College’s annual resource and booklists in collaboration with the designated provider. ➤ Act as the College’s primary point of contact for all resource list related inquiries from staff, students, and parents. ➤ Work with the Dean of Digital Learning and Learning Area Leaders to ensure resource selections are pedagogically sound, digitally accessible, and aligned with curriculum requirements. • Open Day: <ul style="list-style-type: none"> ➤ Lead the coordination and organisation of Teaching and Learning displays for the College’s Open Day. ➤ Collaborate with Learning Area Leaders and other relevant staff to showcase innovative curriculum initiatives, student work, and learning experiences that reflect the College’s educational vision. • Oversee the College Examination schedules and procedures: <ul style="list-style-type: none"> ➤ Oversee the planning, coordination, and execution of Year 8–11 examinations, ensuring smooth operation and adherence to College policies. ➤ Liaise with key stakeholders including Teaching and Learning Leaders, Learning Area Leaders, the Director of Learning Diversity, the Director of Organisation, and the Daily Organisation team to ensure inclusive and efficient examination processes. ➤ Manage and communicate key dates and timelines for assessment preparation, ensuring Learning Area Leaders are supported in meeting deadlines and maintaining academic integrity.
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	<ul style="list-style-type: none"> • Subject Selection Coordination and Oversight: <ul style="list-style-type: none"> ➤ Lead and coordinate the subject selection process and related information evening across relevant year levels, ensuring alignment with the College’s curriculum offerings and strategic priorities. ➤ Maintain oversight of the Teaching and Learning Executive (TLX) members’ contributions to subject selection, ensuring timely and accurate input into curriculum planning and documentation. ➤ Ensure all curriculum and subject-related documents published on the College’s Subject Selection Website are current, accurate, and reflective of approved offerings, particularly during peak subject selection periods. ➤ Collaborate with Learning Area Leaders to confirm subject descriptions, prerequisites, and pathways are clearly articulated and consistent with College expectations. ➤ Provide guidance and support to staff, students, and families during the subject selection process, acting as a point of contact for curriculum-related inquiries. • In collaboration with the Deans of Learning 7-9 and 10-12 actively support and encourage contemporary pedagogies. • In collaboration with the Dean of Digital Learning oversee the review and implementation of appropriate technologies to support staff and students in student learning. • In collaboration with the Assistant Principal, Teaching and Learning, investigate curriculum mapping options to support the existing learning management system; and to review curriculum offerings to identify gaps, areas that overlap or can be delivered in cross-curricular modes. • In collaboration with the Assistant Principal - Teaching and Learning, facilitate student assessment and reporting policies. • Teach various classes across a number of different year levels.
Communication	<ul style="list-style-type: none"> • Providing effective advice and guidance to staff within Learning Areas. • Monitor teacher-student relationships and provide advice and support when required. • Managing communication and relationships with key stakeholders within the College and the wider community.
Leadership	<ul style="list-style-type: none"> • To model to staff and students the best practice in restorative philosophy. • To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations. • To exercise discretion when handling confidential and sensitive information. • To ensure College expectations regarding study habits, dress and conduct are maintained. • To accept a leadership role in College events. • Support the College New Student Enrolment process through: <ul style="list-style-type: none"> – leadership and attendance at the College Open Day; and – the facilitation of new student interviews and liaison with the College Registrar with regards to feedback following a new student enrolment interview.
Other Duties	Other duties as requested from time to time by the Principal and/or Assistant Principal Teaching and Learning.

POSITION REQUIREMENTS	
Skills and Attributes	<ul style="list-style-type: none"> • The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.

	<ul style="list-style-type: none"> • The ability to inspire colleagues to create innovative and exciting coursework and lessons to achieve improved learning outcomes for students. • The capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high-quality outcomes for all students. • Effective interpersonal and communication skills. • An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person. • The ability to work collaboratively with Learning Coordinators, classroom teachers and parents to provide a flexible range of differentiation measures and interventions to cater for the different needs of students • The ability to source and support relationships and with key stakeholders • Strong organisational skills and experience in leadership. • The desire to be an active, collaborative member of the Teaching and Learning Executive. • An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors.
Child Safety	<ul style="list-style-type: none"> • Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 1. Willingness to support the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Appropriate qualifications and educational experience, with proven success as a teacher who models excellence in teaching and a knowledge of curriculum in Years 7 to 12. 3. A clear vision for the development of a learning environment at Year 7 to 12 for a modern and comprehensive boy's Catholic secondary college. 4. Excellent leadership, management and administrative skills, including a demonstrated ability to promote a team spirit among the staff involved with teaching in Years 7 to 12. 5. Effective interpersonal and communication skills, with an ability to work within a collaborative decision making framework. 6. A commitment to ongoing personal professional development.

TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. • The appointment is for three years. The position will be re-advertised after three years and is subject to the College cyclical review program. The formal review process will include a review of the teaching programs offered by the Learning Area. 	

- This position attracts a POL allowance and a time allowance, as determined by the Principal.
- The position reports to the Assistant Principal, Teaching and Learning and will need to be available to the Assistant Principal, Teaching and Learning during specified periods leading up to the commencement of school and after school finishes.
- The position will, from time-to-time require attendance outside normal hours. Remuneration for this time, outside of regular hours, is provided for within the position of leadership time allowance and remuneration.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.