



Curriculum and Innovation Leader

About Parade College

Parade College is a Catholic school in the Edmund Rice tradition. The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of its students. As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all. Parade offers a multitude of curriculum options for students whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The College is pleased to announce, our VCE Vocational Major (VCE VM) program at Parade College has become co-educational in 2025. The College welcomes full-time female student enrolments for the first time in our long history, into Year 11 in 2025. Starting in Term 1 2025, our VCE Vocational Major program, based at our Preston campus, has expanded our student offerings by introducing a new Tertiary Pathways Program. The Tertiary Pathways Program includes a second stream of our highly successful Sport Academy, along with a new Business Academy. Both academies provide a bespoke educational opportunity that allow students to gain direct entry into a number of undergraduate tertiary courses at La Trobe University upon completion of the two-year course.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

The Position

Applications are invited for the position of Curriculum and Innovation from suitably qualified, highly motivated and innovative leaders with excellent organisational skills and a passion for Catholic Education in the Edmund Rice Tradition and the safety, protection and wellbeing of children.

The Curriculum and Innovation Leader is a member of the Teaching and Learning Executive and the Teaching and Learning Leaders teams. The Curriculum and Innovation Leader plays a key role in leading and organising curriculum development across the College, with a particular focus on enhancing professional practice through effective pedagogical strategies.

The primary emphasis of the role is on structured leadership and coordination to ensure consistency, quality, and alignment with the College's strategic priorities. Innovation in curriculum delivery is also an important aspect of the role.

The Curriculum and Innovation Leader will be innovative, inspiring, energetic and knowledgeable in areas of curriculum compliance and effective learning approaches, a capable user of technology, and will be a positive role model as an instrumental leader to all within the school community.

Teaching and Learning at Parade College

Learning at Parade College inspires a commitment and spirit that is both personalised and life-long. Gifts and talents are celebrated equally but paramount to all this is the reality that learning takes place within a collective sphere of mutual support and a deep desire to achieve the very best.

Teaching and Learning at Parade College has, over 150 years, developed both the capacity and capability of providing dynamic learning that caters for the students' spiritual, academic, social, emotional and physical development. A vibrant professional teaching and learning culture exists and grows. Students are supported in their studies by highly qualified, experienced and committed staff.

Our curriculum continues to blend the best of educational traditions with the latest in cutting edge theory, practice and design. Our classrooms are contemporary, technology-rich learning environments, suitably well-resourced and designed to both encourage and exploit a wide variety of teaching and learning preferences.

The successful candidate for this position will commence Term 4 2025 (or by negotiation). The leadership appointment is for a term 4 2025 and the 2026 academic year, with an ongoing teaching position associated with this appointment. This leadership position attracts a generous Position of Leadership Allowance and time allowance per cycle.

Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

Applications should be addressed to the Principal and submitted via the Employment Page on the College website: <https://www.parade.vic.edu.au/school/employment>.

For enquiries please contact the Director of Human Resources via email: hr@parade.vic.edu.au, or phone: 94683300.

Applications close at 4pm, Tuesday 5 August 2025.

This community is committed to the safety, wellbeing and protection of all children in our care.

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

Parade College is an Equal Opportunity Employer



PARADE COLLEGE

POSITION DESCRIPTION

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

PRIMARY PURPOSE OF POSITION

The Curriculum and Innovation Leader is a member of the Teaching and Learning Executive (TLX) and the Teaching and Learning Leaders (TaLL) team. The Curriculum and Innovation Leader plays a key role in leading and organising curriculum development across the College, with a particular focus on enhancing professional practice through effective pedagogical strategies. While innovation in curriculum delivery is an important aspect of the role, the primary emphasis is on structured leadership and coordination to ensure consistency, quality, and alignment with the College's strategic priorities.

The leader will support Learning Area Leaders and teachers in designing engaging and future-focused work programs, promote the integration of technology into teaching and learning, and ensure staff remain informed about relevant educational legislation and curriculum updates. A significant component of the role also includes coordinating and overseeing the Year 9 ExCEL program, ensuring it reflects the College's commitment to experiential learning and strategic growth.

The Curriculum and Innovation Leader works in collaboration with the Assistant Principal, Teaching and Learning, Deans of Learning, Dean of Digital Learning, Dean of Professional Practice and Learning Area Leaders.

STATEMENT OF DUTIES

Educational Programs and Innovation Leadership	<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"> ➤ Maintain overall responsibility for the effective delivery and strategic direction of the Year 9 ExCEL program at Parade College.
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	<ul style="list-style-type: none"> ➤ Coordinate the planning and implementation of Extended Learning Projects (ELP) and Learning 4 Life (L4L) initiatives, ensuring alignment with the College's educational goals. ➤ Liaise with Learning Area Leaders to support curriculum integration and ensure ExCEL activities complement core learning outcomes. ➤ 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. <ul style="list-style-type: none"> • 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. • 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.
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	<ul style="list-style-type: none"> ➤ 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.
Innovation	<ul style="list-style-type: none"> • Fostering synergetic relationships with key stakeholders from the wider community, in the design and implementation of challenging and rewarding programs for student learning and career opportunities. • Collaborating with the relevant Learning Coordinators and staff in the development and implementation of course documentation, materials and lessons that integrate technology and innovation as part of the College's commitment to dynamic learning and teaching methodology at Year 7 to 12. • Coordinating and facilitating curriculum mapping teams and liaison with Year 7 – 12 teachers to support teaching and learning. • Being responsible to make recommendations for future innovative teaching and learning at the College, including opportunities for additional flexible learning spaces.
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. • The ability to inspire colleagues to create innovative and exciting coursework and lessons to achieve improved learning outcomes for students.

	<ul style="list-style-type: none"> • 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.