VILLANOVA COLLEGE

VINCIT VERITAS

CURRICULUM AREA LEADER - TECHNOLOGIES VILLANOVA COLLEGE

Instructions for applicants

Applicants for the position of Curriculum Area Leader - Technologies at Villanova College are asked to ensure that the following documentation is submitted by the due date:

1. A one-page letter addressed to the Principal, outlining your interest in the position.

2. A statement of no more than five pages in total addressing the Selection Criteria.

3. The completed Application Form (Teaching Position).

4. The names and contact details of at least three (3) referees, one of whom must be the applicant's current employer.

5. A current Curriculum Vitae, including your QCT registration number (separate document) and history of employment.

6. A certified copy of your relevant academic transcripts/records. Please note that this not your graduating certificate.

Please note: Applications must be received by 4pm on Wednesday, 12th May 2021.

All applications will be acknowledged by reply email. Please contact us if you do not receive an acknowledgement of receipt within 7 days.

Applications should be addressed to:

Email: Mr Mark Stower, College Principal

                hr@vnc.qld.edu.au

Post: Mr Mark Stower, College Principal

                Villanova College

                PO Box 1166, Coorparoo. QLD 4151

CURRICULUM AREA LEADER-TECHNOLOGIES

Selection Criteria

The successful candidate will be able to demonstrate they:

- Are an active member of the Catholic Church with a strong commitment to promoting the teachings of the Church
- Are able to demonstrate an understanding of the Augustinian charism
- Have a minimum of five (5) years teaching experience in a Catholic school
- Have been successful in a leadership position (Head of Faculty, Curriculum Area Leader, etc.)
- Have the ability to develop an innovative Technologies curriculum and support staff
- Excellent communication skills in a range of formal and informal settings
- Can initiate, champion, implement and manage change and innovation

Conditions of employment

Remuneration

Remuneration and all other conditions of employment will be in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 - 2023 and any other Industrial Agreements pertaining to the School.

For further information on the Total Employment Cost for the Curriculum Area Leader - Technologies position as at the time of appointment please contact Natalie Hall, HR/Payroll Officer at hr@vnc.qld.edu.au.

It is imperative that the employee provides, in a timely manner, documentary evidence of qualifications and experience which will enable the appropriate salary Classification in accordance with Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 – 2023. The employee shall be paid at the rate of pay consistent with the information provided until further supporting documentary evidence is provided to the employer. Teachers will progress to Proficient 1 once they meet the requirements of full registration with the Queensland College of Teachers (QCT).

Superannuation contributions of up to 12.75% (with an employee co-contribution) are also paid by the employer.

Leave Entitlements

All leave entitlements are paid in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 - 2023 and any other Industrial Agreements pertaining to the School.

Long service leave portability is covered under Intrastate/Interstate Catholic schools' portability agreement.

Tenure

As per the Queensland EBA (Religious Institute Schools) for Positions of Leadership (Middle Management), the tenure of all Middle Leadership positions conclude in December 2022. The continued designation of the role is subsequent to a successful review. All employees are subject to a six-month probation period under the Fair Work Act.

Technology/Communication Provisions

The College will provide the Curriculum Area Leader - Technologies with a laptop computer to fulfil his/her duties. This item will remain the property of the College and should be adequately maintained by the Curriculum Area Leader - Technologies.

Salary Packaging

The Curriculum Area Leader - Technologies may elect to enter into a salary package arrangement. Southgate Salary Packaging and Salary Packaging Australia are the College's current providers.

ROLE DESCRIPTION

1.0   **POSITION TITLE:**   **Curriculum Area Leader - Technologies**

1.1   **Classification**

The remuneration package will include a base salary of Positions of Leadership (Middle Management – Tier 3) as per the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 – 2023. Positions of Leadership (Middle Management – Tier 3).

2.0   **PURPOSE/SCOPE OF POSITION – KEY RESULT AREAS**

The primary purpose of the position of Curriculum Area Leader - Technologies is to contribute to the achievement of Villanova College's vision and mission by leading the effective teaching and learning of Technologies. The key result areas for the position are such that the role holder:

2.1   **Faith Leadership**

- Articulates and promotes an Augustinian vision of faith, love and truth sought in community.
- Nurtures the Catholic life of the College in the spirit and tradition of the Order of St Augustine.

2.2   **Knowledge and Skills**

- Demonstrates a high degree of competence as a classroom teacher.
- Sustains a high level of personal professional knowledge and professional development in relevant Technologies subjects.
- Organises and facilitates the processes relating to the effective teaching and learning of Technologies across the College.

2.3   **Collaborative Practices and Relationships**

- Maintains oversight of, and responsibility for, the overall co-ordination and leadership of the curriculum delivery of Technologies in collaboration with the Dean of Teaching and Learning.
- Collaborate with the Dean of Teaching and Learning on policies and issues relating to the operation of procedures, including management, staff development, curriculum and reporting amongst other operational matters.
- Demonstrates the ability to develop, grow and lead the Technologies staff, including the induction of new teachers.
- Applies contemporary learning and teaching research to classroom practice through the professional development of Design and Digital Technologies teachers.

2.4   **Effectiveness and Efficiency**

- Develops annual goals and objectives aligned with the College's Strategic and Annual Plans.
- Coordinates appropriate processes pertinent to the role relating to moderation, appeals processes, awarding of semester levels of achievement.
- Commits to personal professional learning and continuous improvement.

- Demonstrates discretion when dealing with students, parents and staff in matters of sensitivity.

3.0   STATEMENT OF RESPONSIBILITY

The role of Curriculum Area Leader - Technologies is responsible for facilitating the development and leadership of the Technologies curriculum across Years 7 to 12. The role holder is a member of the Curriculum Area Leaders group and is supported by an excellent team of design, digital and industrial technologies teachers that have a focus on developing students into fine young men.

4.0   EXAMPLES ACTIVITIES UNDERTAKERN AND/OR DUTIES COMPLETED

4.1   Culture of Innovation

- Create and lead a culture of targeted innovation, promoting technology priorities to transform learning and teaching practice.
- Enhance awareness and use of Technologies in the Villanova College community.
- Develop strong relationships with colleagues, external stakeholders and the Villanova College community.
- Identify and manage resources needed across the College to meet and enhance explicit learning outcomes in all domains of Technologies.
- Engage with developments in their area of responsibility through ongoing professional reading and research.

4.2   Program Development and Implementation

- Coordinate the development of and ensure the successful implementation of work programs according to national, state and local requirements (i.e. QCAA, ACARA, etc.).
- Explicitly teach and support students in the development of their skills and knowledge in Technologies.
- Coordinate the assessment, moderation and reporting programs of the curriculum area across the College.
- Conduct Appeals processes of assessment items where required.
- Source and assess the usefulness of resources for the curriculum area.

4.3   Teaching and Learning

- Provide expert technical knowledge or allow for the provision of this expert knowledge to Technologies teachers.
- Support teachers to monitor the quality of student learning through analysis of student performance and addressing areas of concern through appropriate interventions.
- Work collaboratively with the Dean of Teaching and Learning, and Program Leader – Collaborative and Reflective Practices in observing the practice of teachers in the curriculum area.
- Work collaboratively with the Learning Enhancement Team to support those students requiring support.
- Be able to source and evaluate suitable programs relating to the integration of IT into the classroom and assist the e-Learning Pedagogy Leader in leading the professional development of such programs for those teachers within the curriculum area.

4.4 Meetings

- Meet regularly with the Dean of Teaching and Learning, and Director of Studies to discuss strategic and operational matters pertaining to the role.
- Actively participate in Curriculum Area Leaders' and staff meetings.
- Conduct curriculum area meetings when required.

4.5 Administrative

- Prepare, monitor and manage the Technologies budget allocations according to College budget submission requirements.
- Manage the technology, facilities, resources and equipment required to meet the practical requirements of the Middle and Senior School technology courses.
- Ensure that appropriate risk management strategies, policies and procedures are in place and effected by all staff in the curriculum area.
- Contribute to the Workplace Health and Safety Committee to ensure a safe work environment for students and staff.
- Manage the reporting requirements for any workplace injury or risk associated with practical requirements for the subject area.

5.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding the expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the Curriculum Area Leader - Technologies must act in accordance with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgement in interactions with students.

6.0 REPORTING AND OTHER RELATIONSHIPS

The Curriculum Area Leader - Technologies reports directly to the Dean of Teaching and Learning and is responsible to the Principal. Other significant relationships exist with the Director of Studies, Curriculum Area Leaders and eLearning Pedagogy Leader.