



Position Title: Director of Curriculum (Acting)
Level: Assistant Principal (College Leadership Team)
Reports to: Deputy Principal
Appointment: Fixed Term, Term 3 and Term 4 2024
(start date to be negotiated) – Friday 6th December

This position is classified in accordance with the Catholic Employers Single Enterprise Collective Agreement – Religious Institute Schools Queensland 2023 – 2026.

Ignatius Park College

Ignatius Park College is a boys' Catholic secondary school located in Townsville, North Queensland. The College is a member of the Edmund Rice Education Australia (EREA) network of 55 schools across Australia. Ignatius Park College has a tradition of academic, cultural, sporting, spiritual and personal excellence by providing the highest standards of staff and facilities and opportunities for students in a caring Christian environment. The successful applicant will make a positive contribution to enhancing our engaging and innovative learning community.

Our Mission

In partnership with families and the wider community, we strive to promote learning that encourages excellence within an inclusive curriculum framework based on Gospel values and inspired by the charism of Edmund Rice.

Our Vision

We aim to contribute to create respectful young men who are inspired, life-long learners and active participants in their community.

Our Touchstones

Liberating Education

We open hearts and minds, through quality teaching and learning experiences, so that through critical reflection and engagement, each person is hope-filled and free to build a better world at all.



Gospel Spirituality

We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community.



Inclusive Community

Our community is accepting and welcoming, fostering right relationship and committed to the common good.



Justice and Solidarity

We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself.





About the position

As a member of the College Leadership Team the Director of Curriculum shares responsibility for the leadership of the school's vision, mission and strategic priorities and contributes to the life and good management of the school.

Director of Curriculum is delegated responsibility by the Principal for the coordination and supervision of the day to day administration and operations of the College. Director of Curriculum exercises this responsibility under the supervision of the Principal and in collaboration with the College Leadership Team.

Director of Curriculum collaboratively works with the College Information Technology Team to gather and analyse data on a range of indicators to enhance school performance and compliance; including on staff, students and general operations.

More broadly, Director of Curriculum supports the goals of the College Strategic Plan to pursue enhanced outcomes for all members of the College community.

Key Accountabilities

The Director of Curriculum assists the Principal by:

- Giving personal witness to the teachings of the Gospel and to Catholic values in day to day personal interactions with staff, students and the College community;
- Promoting a positive climate within the spirit of the Edmund Rice tradition - contributing to the development of a learning and teaching environment that is welcoming, hospitable, life-giving and just;
- Leading others collaboratively and with a commitment to best practice in school administration;
- Being knowledgeable of College policies and procedures relevant to this portfolio;
- Supporting adherence to the College Code of Conduct by modelling a high standard of professional behaviour, refraining from any behaviours that impinge negatively upon a person's dignity, morale or work effectiveness, being respectful and tolerant and engendering fairness and respect in relationships with other staff, students, parents and members of the public.
- Monitoring and supporting others to observe appropriate Child Protection policies and procedures;
- Monitoring and supporting others to observe appropriate Workplace Health & Safety policies and procedures;
- Promoting high morale among the staff and students by appropriate leadership and regular positive communication;
- Supporting through efficient administration an ordered teaching environment;
- Committing to lifelong learning and professional development; and
- Performing other duties appropriate to the role as may be directed by the Principal.

The Director of Curriculum exercises Leadership by OVERSEEING staff to:

- The College communication and information systems for students, staff and parents, including;
 - Maintaining Student Café;
 - Teacher Kiosk; and
 - Parent Lounge.
- The adoption and implementation of new subjects and changes in curriculum offerings;
- Compliance with Queensland Curriculum and Assessment Authority (QCAA) requirements related to Australian Tertiary Admission Rank (ATAR) and Queensland Certificate of Education (QCE); and

The Director of Curriculum exercises Leadership of staff through:

- The development and implementation of the College Information, Communication and Technology (ICT) Strategic Plan and the development of ICT resources in collaboration with the ICT Network Manager and the College Business Manager;
- The implementation of the Senior Education and Training (SET) Plan process in liaison with the Career Advisor;



- Liaison with the QCE Support Officer related to QCAA matters and communication;
- Disseminating curriculum information to staff, students and parents.

The Director of Curriculum exercises Leadership by being RESPONSIBLE for:

Operations and General Administration:

- Reviewing and improving administration policy, procedures, systems and work flows.
- Managing the College curriculum team by conducting middle leader appraisal interviews and goal setting for Program Leader – Learning Enrichment.

Academic Administration:

- Conducting online subject selection and preferencing process;
- Allocating students to classes;
- Conducting NAPLAN Testing;
- Conducting external ATAR examinations in collaboration with the QCE Support Officer;
- Student participation in Australian Council of Educational Research (ACER) PAT testing;
- Processing variations to assessment (AARA) and for students related to QCAA requirements;
- Processing student subject selection changes (Year 7 – 12);
- Reporting and assessment procedures that are supportive of Australian Curriculum, Assessment and Reporting Authority (ACARA) and Australian Tertiary Admission Rank (ATAR); and
- Mentoring students and identifying student academic improvement plans through use of data.
- Facilitating Curriculum Faculty Meetings and overseeing curriculum design.
- Oversee the management of the reporting and assessment procedure.
- Processing and approving exam blocks

Data Gathering and Analysis:

- Implementing the College Data Plan with One Track;
- Gathering, processing and analysis of raw internal College data on student performance and stakeholder feedback:
 - Internal assessment;
 - External assessment; and
 - Diagnostic Testing.
- Gathering, processing and analysis of staff analytics:
 - Attendance data;
 - Staff absence from class due to variation of routine;
 - Analysing time and budget implications of variations to routine, and
 - Provide quarterly reports to the Principal and College Leadership team on impact on classrooms of combined staff leave and variations to routine.
- Ensuring data gathering and management comply with relevant government and College policy such as Australian Privacy Principles, student protection and confidentiality; and
- Develop staff resources and professional development to improve staff data literacy.

The Director of Curriculum exercises Leadership by ASSISTING the:

- Principal with/by:
 - Staff recruitment and selections by supplying relevant data on timetable needs and resourcing;
 - Supporting performance management processes across the College;
 - Conducting/managing workplace investigations, where required.
- College Leadership Team:
 - When required to support the enrolment process by attending orientation days, pastoral evenings and year level parent information nights;
 - In the management of and response to critical incidents;
 - To use data to determine student pathways and track academic progression.
- Principal and Deputy Principal to:
 - Conduct performance management processes;
 - Conduct enrolment interviews;
 - Conduct suspension interviews; and
 - During lockdowns and evacuations.



- Faculty Leaders by:
 - Monitoring and supporting students through data collection.
- Observe, and support others to observe, appropriate Child Protection policies and procedures.
- Observe, and support others to observe, appropriate Workplace Health and Safety policies, procedures, and practices.
- Carry out lawful and reasonable directions of the Principal, or his delegate.

Key Requirements

- Be committed to the goals, ethos and mission of the College as a Catholic school in the Edmund Rice Tradition.
- Be registered with the Queensland College of Teachers.
- Professional qualifications in Education.
- Previous experience in senior or middle leadership within a comparable context.
- Willingness to achieve Accreditation to Teach in a Catholic School or Accreditation to Teach Religion in a Catholic School (Teachers of Religious Education).
- Willingness to support and participate in the prayer, liturgy and sacramental life of the Church in the school community.
- A strong demonstrated commitment to the objectives, vision and ethos of Ignatius Park College.
- Willingness to support our co-curricular program.
- Strong people management skills and the ability to build and direct a team of colleagues.
- Strong verbal and written communication skills and high organisational skills.
- A demonstrated ability to gather, process and analyse educational, business and other performance data to inform school improvement and decision making.
- The ability to work in a busy school environment, adapting the daily routine and applying resources to meet variations in the College calendar.
- Capable of inspiring others to a shared vision and ambition for their teams and the wider College.

Position Dimensions

This position reports to the Deputy Principal. This position is responsible for 15 FTE employees.

Child Safeguarding

Young people who come to Ignatius Park College have a right to feel and be safe. We are committed to the safety and well being of all children and young people. Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing, and safety of all students is at the forefront of all that they do, and every decision that they make. It is your responsibility to contribute towards a child safe culture by actively participating in induction and training with regard to EREA Policies and Guidelines as well as child protection laws and regulations.