



Donvale Christian College

Act justly, love kindness and walk humbly with God. Micah 6:8

Position Description

Position: 2027 Head of Curriculum and Learning (Secondary)

Accountable to: Director of Teaching and Learning

Major Relationships: Head of Learning Innovation (P – 12)
Deputy Principal – Head of Secondary
Head of Junior Secondary
Head of Senior Secondary
Director of Christian Foundations & Wellbeing

Other key relationships: Learning Leaders
Impact Learning Leader
Learning Technology Leader
ICT Manager

Time allocation: 0.60 FTE Curriculum and Learning with a POR
0.40 FTE Secondary Teaching

The College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1600 students from Prep to Year 12 and the total number of employees is over 300.

Our Vision: For the glory of God, Donvale Christian College partners with Christian families to cultivate each student's academic growth, authentic faith and personal development, empowering them to serve others and respond to God's calling in their lives.

Our Mission: Donvale Christian College is a parent-governed school that serves the Christian community by providing Christ-centred education. Through high quality teaching and learning in a nurturing, stimulating and Biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board, together with them appointing other Senior Leadership staff. The Executive Principal appoints all other staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff are expected to maintain a faithful walk as a disciple of the Lord Jesus Christ including being an active member of a Bible based worship community and demonstrating the fruit of the Spirit.

Donvale Christian College exists to be a biblically directed learning community. All aspects of College life are shaped by this purpose, with each member of the community recognised as uniquely gifted by God to contribute to the learning and teaching mission for which the College has been established.

The College is committed to promoting and protecting the interests and safety of children and has zero tolerance for child abuse. All staff share the responsibility for creating and maintaining a child- safe environment and for the care and protection of children. All employees and volunteers are required to comply with the College's Child Safe Code of Conduct and the College's Child Safety and Wellbeing Policy. Appointment is subject to the provision of a valid Working With Children Check or VIT registration and will be subject to background checking in accordance with these requirements.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, vision and values.
- Actively commit to and demonstrate unity with other staff in service to the College's enduring purpose of equipping students to become disciples of Christ consistent with the College's Mission, Vision and Educational Creed (Matthew 28:19-20, Ephesians 1:4-6, 1 Peter 3:15).
- Maintain a faithful walk as a disciple of the Lord Jesus Christ which should be demonstrated in part by an active involvement in the wider Christian Church (Philippians 4:9, 2 Timothy 1:13-14, 3 John 1:2-8, Hebrews 10:25).
- Demonstrate the fruit of the Spirit and the highest standards of conduct in dealing with students, families, staff, volunteers and visitors (Philippians 2:1-8, James 2:24, Titus 2).
- Encourage and support fellow staff in their Christian service and work, including through attending and leading devotions, involvement in small groups, corporate prayer and attendance at the staff retreat (1 Timothy 2:1, Hebrews 12:1-3, James 5:13-19).

College expectations:

All staff are expected to:

- Support the College's policies and guidelines including but not limited to the College's Staff Code of Conduct and OHS policies and procedures.
- Embed and promote a Christian worldview and implement the programs, teaching practices and other activities as decided by the College.
- Perform responsibilities in a manner that supports and contributes to ongoing development and improvement.
- Perform all duties in a manner that upholds the College's zero tolerance for child abuse and complies with the College's Child Safety Policies, Code of Conduct, and relevant reporting obligations.

The Head of Curriculum and Learning will:

- Have a demonstrated commitment to the Lordship of Christ in all areas of life.
- Have a willingness to subscribe to the College's educational purposes as outlined in the 'Statement of Biblical Principles and Values'.
- Demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- Have the appropriate educational qualifications.
- Be committed to the development of Christian perspectives throughout the curriculum.
- Have proven leadership skills and experience.
- Research and draw upon current educational trends and best practices to guide decisions.
- Have sensitivity in personal relationships.
- Have an excellent personal reputation as an educator.
- Have a sound knowledge of educational trends.

Key Responsibilities

- Implement the strategic plan for learning in Secondary, under the direction of the Director of Teaching and Learning.
- Develop, implement and resource learning to support teaching staff in Secondary.
- Develop and guide related initiatives (Learner profile, credentialling, Assessment, impact experience mapping, curriculum initiatives, reporting) subject to the Director of Teaching and Learning and broader whole school approaches.
- Work with the Director of Teaching and Learning to ensure relevant staff professional development.
- Liaise with other members of the Secondary Management team to ensure common purpose, priorities and clear communication. E.g. staff meeting time allocations.
- Lead and support learning leaders as they arrange activities and events such as the Celebration of Learning.

- Ensure holistic learning includes academic, spiritual, personal and creative growth as students pursue excellence to honour God and serve others.
- Ensure differentiation occurs for curriculum, environment, assessment and delivery by Secondary teachers within a MTSS framework (ie students who need learning support and extension).

Curriculum

- Facilitate the design and implementation of curriculum and programs that reflect a Christ-centred, biblically based worldview consistent with the School's Creed. This includes the oversight of curriculum in the Secondary School Key learning areas, regular review of programs developed by teachers and oversight of redevelopment of curriculum units.
- Ensure frequent and collaborative communication with the Head of Learning and Curriculum (Primary) to ensure ongoing whole school alignment in approaches to learning and curriculum eg: Building from the middle subject meetings.
- Overseeing the implementation of the relevant Vic Curriculum 2.0 and VCAA VCE Study Designs.
- Oversight of reporting and assessment schedules.
- Ensure that scope and sequence documents and programs are up to date, registered and evaluated.
- Ensure that the Secondary School curriculum approach is articulated in a coherent education framework which is outlined in policies for effective teaching and learning, assessment, study and homework.
- Advise on subject selection and class allocation as part of the curriculum committee.
- Oversee the Secondary curriculum planning, assessment and reporting schedule.
- Lead and support the Heads of Learning team to ensure curriculum is consistent with the priorities of the Secondary school.
- Ensure the Curriculum handbook is accessible and accurate for staff, parents and students.

Learning skills intensives – Jumpstart Program

- Oversee and implement a 7-12 learning curriculum that enables students to be more aware of their own learning and how to strengthen it. This would be refined over time.
- Collaborate with curriculum leaders and teaching staff to ensure the effective integration of the Jumpstart Learning Skills (College's study skills program) across all subject areas.
- In conjunction with the Director of Teaching and Learning, develop and implement relevant learning PD for staff.

Instructional Coaching

- Ensure that research informed educational practices are being conducted in the classroom through instructional coaching.
- Work alongside teachers to improve specific instructional techniques through structured coaching cycles.
- Advise on the precise, high-leverage classroom techniques (e.g., questioning, checking for understanding, behaviour routines) used in a Secondary classroom to ensure that all students experience growth.

Administration

- Oversee the development and review of the Secondary Curriculum handbook.
- Oversee curriculum mapping via Schoolbox.
- Other duties as directed.

Professional Learning and Networking

- Staff with leadership positions are required to undertake at least one unit of study focussed on Christian education from a Master of Education course. This needs to be completed by the end of the three-year POR cycle. Appropriate prior study can be counted.
- Engage in ongoing professional learning and training across the following areas:
 - Staff development and leadership, including building team capability and strengthening leadership practices (e.g. Peacewise, Difficult conversations).
 - Instructional coaching and mentoring, with a focus on improving teaching practice and supporting staff growth (e.g. StepLab).
 - Curriculum development, contributing to the design, review, and implementation of high-quality learning programs within Christian Education (e.g. NICE unit or equivalent).
 - Collaboration with learning leaders from other schools (including faculty networks and the wider CEN network), learning from and providing professional insight, guidance, and encouragement—particularly to smaller Christian schools—in alignment with whole-school strategic priorities and guideposts.

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education.
- Registration as a qualified educator (VIT).
- Master of Education or Master of Educational Leadership (preferred but not essential).
- Willingness to undertake further study in Christian Education through NICE, where a relevant master's qualification is not already held.
- Other relevant qualifications pertaining to the role.
- Level 2 First Aid, First Aid Management of Anaphylaxis & Asthma (or ability to acquire).

Key selection criteria

1. Commitment to Christian education and the integration of a biblical worldview.
2. Demonstrated expertise in curriculum leadership and development.
3. Proven ability to lead teaching and learning improvement initiatives in a secondary school.
4. Strong knowledge of contemporary curriculum, assessment and reporting practices.
5. Demonstrated capacity to lead and develop staff, including highly developed collaboration and leadership skills.
6. Experience leading curriculum innovation and strategic educational initiatives.
7. Strong organisational skills.

Teaching 0.40 FTE

Principal Accountabilities

Teaching

- Plan and deliver teaching of Biblical perspectives integrated in each subject area, taking daily home group.
- An ability to work with others within the faculty at developing Christian perspectives within the curriculum.
- A deep understanding of current teaching and learning practices in the subject area at secondary level.
- An ability to design appropriate learning activities and assessment tasks at Years 7 to 12.
- Plan and implement an educational program that caters for the learning styles and academic needs of individual students. Maintain records that provide tangible evidence of thorough planning.
- A keen interest in working with the learning technologies available within an ICT environment to enhance student learning.
- An interest in working with students of varying ability levels.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage, discover and explore.
- Prepare teaching aids and student resources.
- Maintain up to date and accurate records on the College central assessment database that evaluate the progress of students.
- Communicate and liaise with parents: Report to parents through written reports at the end of each semester, interviews and other informal means.
- Design curriculum and prepare learning experiences which nurture the development and growth of students within the subject area.

Pastoral Care, Child Safety, Discipline and Classroom Organisation

- Sustain an environment of Christian care and support based on Biblical principles taking daily devotions.
- Ensure that the classroom is a place where all class members are respected and where students feel safe.
- Maintain a classroom that is physically and emotionally safe.
- Commitment to promoting and protecting the interests and safety of children.
- Ensure that the classroom is an academically and visually stimulating place to learn.
- Establish and maintain a good rapport with students.
- Establish and reinforce appropriate codes of behaviour.
- Communicate with Year Level Coordinators and Faculty Coordinators.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights as designated.

- Prepare for and attend Parent Information Evenings as required.
- Prepare for and attend weekly Staff meetings and other team meetings.
- Prepare for and attend any meetings called by secondary leadership team.
- Prepare for and attend special events designated by the College, some examples are Annual concerts, Sporting Programs and Thanksgiving service.
- Participate on committees as required.
- Attend and support staff devotions and lead devotions in staff meetings as rostered.
- Attend Camps as required.
- Attend Board/Staff functions as arranged.
- Other duties as directed.

Personal and Professional Development

- Nurture personal faith development and spiritual growth.
- Pray for students.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement teaching qualification with reading and professional development courses or conferences annually.
- A willingness to participate in professional development activities, and to share skills with others in your team.
- Possible Leadership opportunity.

Inherent Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Spiritual				
Leading or taking part in daily devotions with staff and/or students				•
Leading or taking part in prayer with staff and/or students				•
Demonstration of our mission, commitment and values				•
Incorporating biblical theology into the curriculum				•
Passive				
Sitting – counter/desk				•
Sitting – vehicle			•	
Operating computer				•
Writing/reading				•
Manual Handling				
Bending / twisting Spine			•	
Working with one or both hands above shoulder height		•		
Lifting (5kg or under p/item)		•		
Lifting (5kg or over p/item)		•		
Requiring low/light application of force			•	
Requiring medium to high application of force		•		
Exerting force in an awkward posture		•		
Holding & supporting equipment			•	
Agility				
Squatting / kneeling				•
Looking up / looking down			•	
Reaching forwards or sideways			•	
Gripping or grabbing equipment			•	
Mobility				
Walking / standing - briefly				•
Walking / standing - extended				•
Walking on uneven ground			•	
Climbing steps/stairs				•
Navigating uneven terrain			•	
Climbing ladders	•			
Driving – passenger vehicle	•			
Driving – light commercial (regular driver's license)	•			
Driving – bus (endorsed license)	•			
Driving – machinery/heavy commercial	•			

	Unlikely	Possible	Occasionally	Regularly
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. school traffic control)			•	
Emotional				
Dealing with complex stakeholders			•	
Supporting dependent persons			•	
Dealing with conflict			•	
Managing complex personal situations			•	
Providing empathy			•	
Work Environment				
Outdoor – exposed to elements, plant & equipment		•		
Confined spaces	•			
Working alone			•	
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)		•		
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			