



Position Description: Head of Junior School Curriculum

TITLE: HEAD OF JUNIOR SCHOOL CURRICULUM
APPOINTED BY: PRINCIPAL/ CEO
RESPONSIBLE TO: DIRECTOR OF JUNIOR SCHOOLS
Date: October 2025

Purpose of the Position

The Head of Junior School Curriculum is responsible for overseeing and improving the curriculum and learning experiences within the Junior School. This role involves developing and implementing innovative educational programs, aligning curriculum with school-wide initiatives, and supporting staff professional development. They also play a key role in assisting the Head of Junior School (Endeavour Hills) in the daily operations and administration of the Junior School.

Head of Junior School Curriculum seeks to create a positive atmosphere where each person seeks to honour God by doing their utmost for His Glory.

Role in Management Structure

Leadership

- The Head of Junior School Curriculum is currently based at the Endeavour Hills Campus.
- The role is responsible for the development and oversight of the Junior School Curriculum across both Endeavour Hills and Officer Campuses.
- The Head of Junior School Curriculum leads and manages the Junior School Gifted Programs across both campuses.
- The role requires travel between the Endeavour Hills and Officer Campuses.
- The Head of Junior School Curriculum will lead and schedule the Team Leader meetings and Junior Curriculum meetings to ensure engaging and effective learning experiences.
- The Head of Junior School Curriculum collaborates with the Director of Teaching and Learning and the Director of Junior School in developing whole-school curriculum, professional development, and curriculum initiatives.
- Actively contribute and attend leadership days and teaching and learning strategy days that may be scheduled during term breaks.
- The Head of Junior School Curriculum will support and mentor new and early career teachers, providing guidance in curriculum planning, pedagogy, and classroom practice to build teacher capacity and confidence.
- Regularly correspond and meet with others' in similar positions from other schools, particularly within Christian Education National (CEN).

Responsibilities related to the Head of Junior School Curriculum (Endeavour Hills)

- Deputise for the Head of Junior School in their absence or as delegated.
- Provide support to the Head of Junior School in the daily running of the Endeavour Hills Junior School.
- As delegated by the Head of Junior School, assist with the arranging and conducting of special events and activities.

- The Head of Junior School Curriculum will have a teaching load which may vary according to the operational needs of the school.

Specific Responsibilities

Curriculum

Victorian Curriculum Implementation:

- Ensure that the Victorian Curriculum 2.0 is effectively implemented in the Junior School. This involves understanding the curriculum content, structure, and assessment requirements.
- The Head of Junior School Curriculum will work with teachers to plan, deliver, and assess learning experiences that align with the curriculum.
- The Head of Junior School Curriculum will stay up-to-date with any changes or updates to the curriculum.

Explicit Instruction:

- The Head of Junior School Curriculum will promote and support the use of explicit instruction teaching pedagogy in the Junior School.
- Provide professional development for teachers, modeling effective explicit teaching practices, and providing resources and support.
- Model explicit teaching for foundational skills in literacy including Daily Reviews, Decodable Reading and the Systematic Synthetic Phonics approach.
- Ensure quality and alignment in teaching pedagogy across classes and campuses.

Engagement Norms:

- The Head of Junior School Curriculum will be responsible for establishing and maintaining positive engagement standards within the Junior School to enhance student learning.

Assessment:

- The Head of Junior School Curriculum is responsible for designing and implementing effective systems for tracking, monitoring, and responding to student academic progress.
- Analyse and report on NAPLAN results to inform teaching and learning.
- Develop and oversee Real Time Reporting schedules for Prep to Year 6.

Staff

- Provide guidance and support to teachers in their curriculum delivery, including professional development and mentoring.
- Work with individual staff on matters relating to teaching performance.
- Lead the Junior School Team Leaders in designing effective learning, teaching, curriculum, and assessments.
- Assist the Director of Junior School in preparing and finalising semester reports.
- Participate as required in the recruitment of new staff.
- Assist with the induction, professional development and performance assessment of employees in accordance with policies and procedures.

Parents

- Maintain a God honouring, open, supportive, positive but firm relationship with parents and their representatives.
- Facilitate the process of reporting regularly to parents on student academic development and ensure that all parents are aware of the School's procedures for following up their concerns.

The Head of Junior School Curriculum has the Authority to:

- Discipline students
- Liaise with parent of students
- Call Team and Junior Curriculum Meetings when needed
- Require information from staff regarding students
- Recommend that students repeat
- Make recommendations relevant for NCCD data
- Recommend disciplinary action against a teacher
- Recommend staff professional development

Scope of the Position

Number of People Managed or Supervised: Nil
Annual Budget Expenditure: As per budget

Work-related Contacts

	Daily	Most Days	Weekly	Occasional
Students	✓			
Parents	✓			
Director of Junior School		✓		
Teaching Staff	✓			
Administration Staff		✓		
Building / Grounds Staff				✓
Business Manager				✓
Principal/ CEO				✓
External Suppliers				✓
Deputy Principal				✓

Health and Safety Responsibilities

All Employees are responsible for:

- Taking reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperating with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misusing anything provided at the workplace in the interests of health or safety.
- Informing the School Executive and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working, so long as they immediately seek guidance or direction from the School Executive or the Manager who has responsibility for managing the employee's work and safety at work.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.

- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students for more serious first aid or medical treatment if required.
- Complete and submit an incident report for all student health matters that require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early and removing and reducing these risks by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection* policy, *statement of commitment*, and *mandatory reporting* policy. These may be found under policies in the School's School's shared drive.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.