

STEM LEARNING LEADER

Science & Technology Faculties

The Faculty Leader for STEM, Science, and Technology at Simonds Catholic College holds a pivotal leadership role, overseeing the Science and Technology faculties while spearheading the integration of the school's STEM program. This position ensures that the delivery of the curriculum aligns with the College's educational goals and meets the diverse needs of students.

Key Responsibilities

- 1. Leadership and Vision:** The Faculty Leader for STEM, Science, and Technology is tasked with providing strategic leadership and fostering a culture of innovation and collaboration within the Science and Technology faculties. This involves inspiring and challenging teachers to deliver an engaging and cutting-edge curriculum that promotes excellence in teaching and learning.
- 2. STEM Program Integration:** Central to this role is the development and seamless integration of a cohesive STEM program across both faculties. The Faculty Leader designs and implements a curriculum that blends scientific principles with technological applications, encouraging critical thinking, problem-solving, and creativity among students.
- 3. Year 8 STEM Program Oversight:** The Faculty Leader manages the existing Year 8 STEM program in partnership with the Science Gallery Melbourne. Responsibilities include coordinating with gallery educators, overseeing program logistics, and ensuring that the collaboration enhances student learning experiences while aligning with the College's broader STEM objectives.
- 4. Curriculum Development:** The Faculty Leader is responsible for the continuous enhancement of the curriculum, incorporating the latest advancements in science and technology education and adapting teaching practices to cater to a diverse student body.
- 5. Operational Management:** Ensuring the smooth and efficient operation of both the Science and Technology faculties is a key component of this role. This includes resource allocation, budget management, and supporting professional development for teachers to improve instructional quality and student engagement.

The Faculty Leader for STEM, Science, and Technology plays a crucial role in fostering a forward-thinking educational environment at Simonds Catholic College, driving innovation in STEM education, and preparing students for future challenges.

Attributes and Competencies

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Strong written and verbal communication
- Proven ability to develop and manage relationships with a range of stakeholders.
- Collaborative team player balanced with the ability to be decisive and directional where situations demand.
- Ability to prioritise work schedules by being self-directed and motivated.
- Punctuality and attention to detail.
- Exceptional personal standards of honesty, integrity and professionalism.
- A clear understanding of the Year 7–12 secondary curriculum within their Learning Area; and strong knowledge of current developments in secondary education.
- Model excellent teaching and learning.
- Display loyalty to the Leadership of the College and understand the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community including participation in different Professional Learning activities that the College offers.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

The Faculty Leader is responsible for the following:**Planning**

- As the chairperson at their faculty meeting, holds a minimum of two faculty meetings a semester and ensures the agenda is distributed, minutes are kept and circulated to teachers, the Deputy Principals and Principal, and posted on the OneDrive as a record of proceedings.
- Has knowledge of curriculum directions and keeps subject teachers informed with particular reference to the VCE requirements, Victorian Curriculum, and governance from the VCAA and MACS.
- Manages change to programs with guidance and direction from the Deputy Principals and in line with the Strategic Plan.
- Develops yearly actions plans to achieve the goals in the Annual Action Plan, and reports on achievements.

Learning & Teaching

- Has in place current and fully documented courses and timelines (using established proformas), and ensures copies of all resources (worksheets, assignments, tests, exams, rubrics, marking schemes, project guidelines etc.) are available to subject teachers electronically.
- Monitors subject teachers' delivery of the documented curriculum, including the release of results and feedback to students according to school policy.
- Oversees the provision of enriching learning experiences for students and works with subject teachers to plan appropriate excursions, incursions and participation in competitions.
- Provides ongoing and systematic monitoring of student progress and ensures the faculty is meeting the needs of all students through quality differentiated teaching, or adjustment of the learning program (for students with diagnosed disabilities and requiring Individual Learning Plans).
- Uses NAPLAN or other data to develop teachers' understanding of individual student achievement levels and strategies required for improvement.
- Identifies the learning needs of teachers and ensures their participation in Professional Development opportunities which will assist with implementation of a range of teaching strategies and innovative approaches to curriculum delivery.

Reporting & Assessment

- Ensures, through moderation, that assessment is consistent across the year levels and between classes and demonstrates progression from one year level to the next.
- Maintains a current list of Assessment Tasks with associated marking schemes, weightings and due dates on iSimonds.
- Approves and ensures the accuracy of semester report documents including Course Description and Knowledge & Skills statements.
- Coordinates the writing, proof reading and printing of exams.
- Assist with the proofreading of subject reports.

Organisation

- Contributes to information sessions and ensures the timely preparation of information for students, staff and parents, including Study Guides, subject selection handbooks, booklists and displays.
- Oversees the maintenance and development of any specialist rooms and liaises with any specialist support staff in this process.
- Oversee the ordering of resources and equipment and manage inventory.
- In conjunction with the Business Manager and Principal prepare and monitor the faculty budget.
- Monitor faculty expenditure on a regular basis to ensure spending accords with the agreed budget.
- Provide regular reports to the College community on matters regarding the Faculty, including updates for website, newsletters and the College Yearbook.

SELECTION CRITERIA**Educational Leadership and Vision**

Demonstrate how you have or would inspire and guide your faculty team to deliver innovative curriculum aligned with the College's Mission and Vision.

Effective Communication and Engagement

Provide examples of your ability to cultivate relationships and effectively communicate within the faculty and across the College.

Curriculum Planning and Development

Detail how you have or would align curriculum with educational standards and manage change within your faculty.

Learning and Teaching Oversight

Describe your approach to overseeing curriculum delivery, ensuring consistent assessment practices, and promoting enriching learning experiences for students.

Student Progress Monitoring and Differentiated Teaching

Provide examples of how you monitor student progress, implement differentiated teaching methods, and use assessment data for targeted improvements.

Position of Leadership (POL) Level 1 x 2

Time Allowance: 8 periods

Tenure: 2025-2026