



Job Description

Curriculum Leader

KingsView School is a Year 1-8 state integrated school with a Christian special character and hence all of our staff are expected to be Christian, attend a local church and participate fully in the devotional nature of the school.

Position Held: Curriculum Leader

Responsible to: Principal

Relationship with: Teaching Staff, Teacher Aides, RTLBs, students, parent community, the Ministry of Education including Te Mahau

Unit/s: One Permanent Management Unit

Primary Role: To lead curriculum development and implementation at KingsView School. This may occur through exciting possibilities for making students' experience of learning more relevant, engaging, meaningful, and useful. Key competencies-rich programmes will enable students to be confident, connected, actively involved learners in the present and in the future. You will encourage lifelong learners who are equipped to participate in rapidly changing local, national, and global communities.

Person Specifications:

The successful applicant will:

- Be skilled and passionate in teaching primary students.
- Be an excellent classroom practitioner and up to date with modern pedagogy.
- Be up to date with modern assessment techniques.
- Be highly competent digitally.
- Have high communication skills and good basic grammar.
- Relate to, and consistently attend, a local Christian church.
- Communicate effectively both in written and verbal contexts.
- Work cooperatively in teams.
- Accept and recognise a responsibility to maintain and uphold the Special Character of the School.
- Be an example of Christian living by the way they relate to students, parents, staff and school administrators.
- Understand and abide by Our Code, Our Standards.
- Have an interest and enthusiasm for our local curriculum.

	Key Tasks	Outcomes	Expected Results
A d m i n i s t r a t i o n	Development and review of whole school curriculum	A clear scope and sequence is created for School use.	<ul style="list-style-type: none"> ● A scope and sequence is developed for key areas of Literacy and Mathematics. ● Staff are consulted as necessary. ● Professional Development is carried out to upskill and inform staff. ● A KingsView framework designed and reviewed in other learning areas that enhance progression and learning throughout the school e.g. PE, science, Technology etc
	Design, implementation and review of whole school assessment	The KingsView Assessment and Reporting Schedule is robust.	<ul style="list-style-type: none"> ● Ask why? ● Organise assessment resources so they are easy to access for all staff. ● Ensure a clear understanding of assessment and KingsView. ● Use our SMS to record data and share with parents, staff and students as necessary. ● Ensure assessment methods are standardised across the school.
	Meetings	Attend and run staff meetings as required.	<ul style="list-style-type: none"> ● Support with professional learning around the NZC. ● Keep staff updated with new information, strategies, resources and online information.
	Resources	Hard copy and online resources are organised.	<ul style="list-style-type: none"> ● Staff can easily access onsite and online resources. ● Resources are robust and improve student achievement. ● Resources are organised to make efficient use of time and space.
H u m a n r e	All the people listed in 'Relationship With'	Best up to date resources used to enhance curriculum and staff understanding of curriculum.	<ul style="list-style-type: none"> ● Curriculum changes to be done in consultation with relevant resources to ensure they meet the high standard of the NZC, local curriculum and KVS curriculum framework.

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C o m m u n i c a t i o n	Communication	Effective communication with students, parents and staff.	<ul style="list-style-type: none"> ● Ensure that students, parents and teachers are kept informed of curriculum progress e.g. reporting ● Communication with outside agencies, and being the point of contact with regard to curriculum development. ● Use professional learning opportunities to improve and develop understanding of best curriculum practice. ● Support teaching and support staff in differentiation of curriculum materials to support learning in reading, writing and mathematics. ● Liaison with outside agencies. ● Maintain a working knowledge of current issues and best practice in the curriculum space.
P r o f e s s i o n a l D e v	Professional Learning and Development	Provide professional learning and development support for support staff and teachers.	<ul style="list-style-type: none"> ● Ensure that students, parents and teachers are kept informed of curriculum progress e.g. open mornings, staff meetings. ● Communication with outside agencies, and being the point of contact with regard to curriculum. ● Use professional learning opportunities to improve and develop understanding of best curriculum practice. ● Provide professional learning and development support for support staff and teachers as required.

Acceptance

I am pleased to accept the Curriculum Leader position and the discussed job description of Curriculum Leader at KingsView School.

Name _____

Signature _____ **Date** _____

Signature _____ **Date** _____