



Hoppers Crossing Secondary College

2 Fraser Street, Hoppers Crossing Victoria 3029

ABN 62 939 308 072

T: 03 9974 7777 | F: 03 9748 6645

E: hoppers.crossing.sc@education.vic.gov.au

W: www.hopcross.vic.edu.au

Location No.: 01-8710

21st July 2026

Dear Colleague,

Thank you for your interest in the **Leading Teacher – Senior Curriculum Leader (Job ID 1532472)** position **at Hoppers Crossing SC** commencing in 2027 with a three-year tenure. Should you be interested in this position I have provided a range of materials that you should find of assistance in preparing your expression of interest.

Following this letter, you will find a copy of:

1. The Role Description of all Leading Teachers
2. Specific Responsibilities for the **Senior Curriculum Leader**
3. Key Selection Criteria

You may also find the following documents helpful in your efforts to obtain further information about the academic culture at the College which are all located on our Website.

[Hoppers Crossing Secondary College School Strategic Plan 2024-2028](#)

[2025 Annual Implementation Plan](#)

[College Student Wellbeing and Engagement Policy](#)

[College Teaching and Learning Framework](#)

[2024 Student Attitudes to School Survey](#)

[2024 Annual Report to the School Community](#)

Applications addressing the Key Selection Criteria, a curriculum vitae and the details of at least three referees should be submitted no later than midnight 3rd August 2026 via School Jobs or emailed directly to me at (rod.kendall@education.vic.gov.au)

Please feel free to email me if you wish to have a tour of the College.

I wish you well in the selection process.

Regards,

Rod Kendall

Principal

POSITION DESCRIPTION: LEADING TEACHER – SENIOR CURRICULUM LEADER

TIME FRACTION: 1.0

TIME ALLOWANCE – 10 periods per cycle for 2027 (subject to yearly review)

ROLE DESCRIPTION

Leading Teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary range. The role of Leading Teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school. Typically, Leading Teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in others.

Leading Teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school's education program. Leading Teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A Leading Teacher has a direct impact and influence on the achievement of the school's goals.

Leading Teachers are usually responsible for the implementation of one or more priorities in the School Strategic Plan.

Hoppers Crossing Secondary College expects the Leading Teacher – Senior Curriculum Leader to accept responsibility for Teacher Effectiveness in the Senior School, Student Learning across Years 10-12 as well as community perceptions regarding the Senior School of the College. As such all Leading Teachers play an integral part within the College Leadership Team which includes the Learning Specialists and Principal Class Team.

Leading Teachers will develop an Annual Performance Plan within the Performance Management process and it is expected that the plan will allow scope for the Leading Teacher to clearly demonstrate their ability to meet the Professional Standards as outlined. The Principal Class Team will manage the Performance Management of all Leading Teachers. All Leading Teachers will manage the Annual Performance Management process for groups of teaching staff.

RESPONSIBILITIES:

College Wide:

- In conjunction with the School Leadership Team lead the College in achieving targets set out in the current School Strategic Plan and Annual Implementation Plan.
- Articulate to all members of the school community how the College successfully implements the updated DE Framework for Improving Student Outcomes (FISO2.0)
- Lead the implementation of the HCSC Teaching and Learning Framework, with a focus on embedding the GANAG Common Instructional Model across the College and incorporating the consistent use of the High Impact Teaching Strategies (HITS).
- Lead teaching and learning practices focusing on Differentiated instruction as well as the implementation of Collaborative Learning activities for students.
- To take a proactive approach in the monitoring and implementation of the Student Wellbeing and Engagement Policy.
- Build teacher capacity by providing coaching and support, for the use of proactive classroom management strategies within the context of our Student Wellbeing and Engagement Policy.
- To develop an understanding, through classroom observations and consultation with other teachers, of the most effective, evidence-based teaching practices in the College for improving student outcomes and facilitate sharing of these practices amongst staff.
- To support all staff within a Performance and Development Team to implement the GANAG Common Instructional Model and undertake regular classroom visits and feedback opportunities to support the implementation.

Position Specific

- Lead and oversee the implementation of the VASS system and ensure all deadlines are met by supporting the VASS Coordinator.
- To assist in the preparation of the relevant Parent/Student/Staff handbooks and other information platforms which relates to all associated VCAA deadlines.
- Lead, manage and coordinate the reporting of student results to VCAA including the publication of deadlines and distribution of appropriate forms to staff for the purpose of data collection.
- Lead and manage the development of a timetable for the GAT and the submission of major assessment items. This includes providing all relevant information to all students who must complete the GAT so they understand the requirements and obligations.
- To manage the collation of grades for VCE Units 1 – 4, VCE-VM, VET, VPC and SBAT programs.
- Provide staff with all relevant materials from VCAA about changes to VCE, VCE-VM, VET, SBAT and VPC & Enhancement Studies Programs.
- To liaise with the VCAA and ensure deadlines are met for information and course audits required by VCAA. This will involve supporting relevant staff with the audit process, and building capacity of staff around VCAA compliance.
- Coordinate the operation of Senior Curriculum at the College including Year 10, VCE, VCE-VM, VPC, VET, SBAs and Enhancement Studies.
- Develop and implement the school (internal) examination timetable for Senior School.

- To appoint and manage the VCAA supervision team, and ensure there are sufficient examination supervisors for each of the VCAA examinations at the college and make arrangements for additional supervisors, where appropriate.
- Lead KLAs in curriculum planning and development at the Senior School (Years 10 - 12).
- Ensure Unit overviews and Unit plans are developed for all subjects taught in the Senior School and maintain an electronic file of courses of study for all elements of the Year 10 - 12 program.
- Work with the Applied Learning Leader and VET coordinators to further develop the VCE-VM, VPC and VET programs at HCSC.
- Review the curriculum structure in the Senior School and make recommendations on how the program might be enhanced, including leading implementation of VC 2.0.
- To develop policy and protocols in relation to the senior curriculum eg. Promotion, Assessment and Reporting, Examination Guidelines.
- Research curriculum programs at other educational settings and prepare proposals for consideration at relevant College Committees.
- Actively seek information on a variety of pedagogical approaches and provide staff with professional development opportunities that will encourage the use of these approaches in the classroom.
- Work with the Junior Curriculum Leader to implement and ensure fidelity to the Victorian Curriculum 2.0 at Hoppers Crossing Secondary College.
- Share the responsibility for sending each meeting agenda to all of the various Curriculum Committee Members, chairing Curriculum Committee meetings, recording accurate minutes and then ensuring that these minutes of meetings are published.
- Lead the work of the Curriculum Committee in developing a whole school approach to curriculum in such areas as assessment and reporting, and a differentiated & inclusive curriculum.
- Coordinate the Curriculum Committee's recommendations to the College Council and Accountability Sub Committee
- Lead the College in the Senior School Course Selection process, in liaison with the Pathways Managers, including the updating and uploading of the on-line Year 10-12 Course Handbooks, as well as the organization and publication of the Course Selection Guides.
- To provide a leadership role in the development, implementation and evaluation of the School Strategic Plan and the Annual Implementation Plan.
- To provide a leadership role in the development of a Performance and Development Culture.
- To work in collaboration with the College Leadership Team in the implementation of successful and efficient Professional Learning Communities (PLCs) across the College.
- To meet regularly with the Senior Sub-school Leaders to ensure that there is a team approach to the Year 10 - 12 program.
- To provide advice and support to level coordinators in the management of students who repeatedly breach school rules.
- In conjunction with the Head of Senior School and Senior Programs Leader, plan and implement the Year 9 -10, Year 10 – 11, and Year 11-12 Transition Programs.
- In conjunction with the Head of Senior School, Senior Programs Leader, Pathways Managers, and respective Year Level Coordinators, plan and implement Parent Information sessions during the end of year transition period and at the beginning of the school year.

Other Duties

- Attend and participate in Leading Teacher/Learning Specialist meetings
- Represent the College at community events as requested such as Course Selection Evenings, Mid-Year and End of Year Honours Evenings, Parent Information Evenings etc.
- To act as a Leading Teacher Team Leader for the management of staff Annual Performance Plans
- Deputise for a member of the Principal Class Team when required.
- Other duties as directed by the Principal

KEY SELECTION CRITERIA:

Applicants are requested to present a written response to the key selection criteria below:

SC1 Demonstrated expert knowledge of the relevant curriculum. Demonstrated ability to lead and manage the implementation of school priorities, and the teaching of literacy and numeracy skills across the curriculum.

SC2 Demonstrated ability to lead the planning and implementation of high impact teaching strategies that respond to student learning needs. Demonstrated ability to support teachers to evaluate the impact of learning and teaching programs on student learning growth.

SC3 Demonstrated exemplary ability to monitor and assess student learning at a class, cohort or whole-school level and use this data to lead improvement initiatives. Demonstrated ability to support others in using data to inform teaching practice and to provide feedback on student learning growth and achievement to students and parents.

SC4 Demonstrated exemplary interpersonal and leadership skills. Demonstrated ability to lead collaborative relationships with students, colleagues, parents and the broader school community focused on student learning, agency, wellbeing and engagement.

SC5 Demonstrated ability to model behaviours and attitudes consistent with Department values and support colleagues to adopt these behaviours and attitudes. Demonstrated ability to reflect upon their own, others and whole-school practice and contribute to the provision of whole-school professional learning.

SC6 Demonstrated ability to fulfill the position description as Senior Curriculum Leader.