

Middle Leadership – Shalom College

Academic Middle Leaders

Academic Middle Leaders, in consultation with the Principal and Assistant Principal (Curriculum) provide leadership within their department for both staff and students.

Academic Middle Leaders shall, subject to the direction of the Principal and Assistant Principal (Curriculum), be responsible for:

- interpretation of syllabi within the framework of curriculum policy
- planning of work programs and assessment programs on a semester and year basis in association with subject teachers
- making adequate provision for the special needs of each group within the subject area
- coordinating the material resources (physical facilities, book, plant and equipment); budgeting; programming and preparing submissions for new resources; the maintenance of existing resources available within the school for the subject area
- controlling and supervising all activities of his/her subject area to obtain the optimum student and teacher performance
- in the CORE subjects of English, SOSE, Mathematics and Science liaising with teams involved in Core Studies to ensure quality teaching and learning

Specifically, the Academic Middle Leaders is expected to:

- be excellent teaching practitioners
- mentor teachers within a department with a view to improving the quality of teaching and learning within the department
- regularly visit classes within their subject area and to provide meaningful feedback to teachers
- develop, supervise and evaluate teaching strategies
- control quality by monitoring and improving student work
- know, disseminate and keep up to date with syllabi from the Queensland Studies Authority and other statutory authorities
- arrange for programs of work and assessment to meet syllabus requirements
- make provision for special programs of enrichment and remediation
- manage, store, maintain, order and make financial arrangements for the purchase of materials and resources
- promote inclusiveness in the teaching and assessment of the subject
- coordinate assessment programs, including test preparations, marking, moderating, recording and reporting of results
- communicate between teachers and administration, and school associated agencies (including parent and community bodies)
- develop in-service programs for teachers in the subject area
- understudy the role(s) of senior administrators
- include the teaching of the Common Curriculum Elements in subject programmes at each year level
- monitor the implementation of curriculum initiatives

- meet with the Assistant Principal (Curriculum) as a member of the Curriculum Committee and to communicate the committee's decisions to subject teachers
- be an active member of appropriate subject association/s
- hold regular meetings of the subject department personnel