



## Position Description

<b>Position</b>	Curriculum Leader Design and Visual Communications
<b>Tenure</b>	Full time, fixed term 12 months (parental leave cover)
<b>Position reports to</b>	Head of Faculty
<b>Date</b>	January 2026

### About St Margaret's

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

### Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

### Our purpose

Empowering girls to learn, live and lead.

### Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

### Purpose of this Role

To invest in the culture of St Margaret's College and to educate, teach and nurture a lifelong love of learning by encouraging passion, confidence, and desire in our students to achieve. To model and further promote excellence in teaching and learning in the Curriculum area of Design and Visual Communication.

### Responsible for: Curriculum Leader Design and Visual Communications

The Curriculum Leader Design and Visual Communications ensures consistency between teaching programmes and ensures a high standard of teaching practice, and a meaningful progressive curriculum.

## St Margaret's College Generic Curriculum Leader Responsibilities

Key Tasks	Expected Outcomes
Teaching and learning through professional curriculum knowledge, assessment, reporting and managing administration	<ul style="list-style-type: none"> <li>• Read professionally around national and global trends in teaching and learning</li> <li>• Be active in the appropriate Professional Body in the curriculum area and sharing this knowledge within the Faculty</li> <li>• Be aware of National and educational developments and changes to lead progress in area of responsibility</li> <li>• Source, update and manage teaching resources</li> <li>• Oversee assessment and reporting for curriculum area at relevant year levels including the format of subject reports and identifying key learning outcomes required by the curriculum area ensuring the quality of reporting within the curriculum area with regard to reporting processes and content.</li> <li>• Provide information to the Head of Faculty for the annual Faculty Report in November of each academic year reviewing the previous year's performance and setting under the school's academic goals the Faculty's foci, goals and expected outcomes for the ensuing year</li> <li>• Oversee and ensure regular student feedback on the curriculum and informing Head of Faculty and teaching staff by students</li> <li>• Contribute regularly to Faculty meetings</li> <li>• Collect baseline data and show progression for students involved in the DVC programme</li> <li>• Establish processes that strengthen data and classroom profiles</li> <li>• Share best practice within the curriculum area and in the Faculty</li> <li>• Ensure facilities and working environment are maintained and well-presented</li> <li>• Consult with the Head of Faculty regarding the Annual Strategic Focus Plan for the curriculum.</li> </ul>
Staff management through professional development, review and support	<ul style="list-style-type: none"> <li>• Ensure that teachers within the curriculum area receive timely and effective communication, guidance and support</li> <li>• Consult with staff on relevant matters, including curriculum development and delivery</li> <li>• Manage student behaviour effectively and create a positive safe physical and emotional environment</li> <li>• Develop and nurture collegiality and positive relationships with colleagues</li> <li>• Identify professional development needs to ensure the opportunities for professional development offered is taken</li> <li>• Own teaching programme - teach in curriculum area and be reviewed regularly on a cycle by the Head of Faculty</li> <li>• Lead Professional review programme with key staff</li> <li>• Work with Head of Faculty to develop professional knowledge of Faculty.</li> </ul>
Curriculum Leader within the Creative Technology Faculty	<ul style="list-style-type: none"> <li>• Oversee and update reports on Kamar for DVC</li> <li>• Oversee and update information on google team drive</li> <li>• Encourage students to participate in competitions or anything similar</li> <li>• Organise and participate in external activities</li> <li>• Discuss the budget with the HOF and manage the budget</li> <li>• Inform the HOF and the respective Deans about special issues and support colleagues to find solutions</li> <li>• Manage any Health and Safety incidents via the PeopleSafe app.</li> </ul>

**Functional Relationships**

- Head of Faculty
- Deputy Principals Teaching & Learning, Assessment & Reporting
- All Teaching Staff
- Parents
- Other Curriculum Leaders in the Faculty and school

**Qualification and Experience**

- Relevant tertiary qualifications – full New Zealand teacher registration or equivalent
- Recent and ongoing teaching experience in Design and Visual Communication
- Have a sound knowledge of the New Zealand Curriculum and standards alignment
- A competent user of ICT tools (Proficient user KAMAR)

**Key Attributes**

- Aspire to lead by practice, demonstrating professional fair behaviour
- Be open to receive feedback and direction to develop leadership capability
- An engaging and collaborative team member who is able to establish and maintain effective working relationships within the Faculty and School
- Be supportive and encouraging of the School, its mission, values, and religious learnings
- Be recognised as a teacher of excellence
- Have empathy with students, staff and families
- Be able to set goals and participate in strategic planning
- Be able to show initiative and problem-solving skills
- Be flexible, adaptable and can demonstrate future focused thinking
- Be organised and project-driven in order to achieve outcomes
- Value professional learning and development opportunities and be committed to continual development.