



Job Description – Curriculum Assistant

POSITION TITLE	Curriculum Assistant - 1 MMA
REPORTS TO	Learning Area Leader - targeted learning areas
DIRECT REPORTS	
WORKING RELATIONSHIPS	<i>Internal:</i> Deputy Principal (Curriculum), Assistant Principal (Curriculum/Data), Senior Leadership Team, other Learning Area Leaders, SENCO, Teachers in each Learning Area as appropriate

PURPOSE OF THE POSITION

The Curriculum Assistant works in a supporting and collaborative capacity alongside the Learning Area Leader (LAL) to facilitate the transition to the new Year 9 and 10 (Phase 4) curriculum framework.

This role provides targeted assistance to the LAL in translating strategic goals into workable classroom materials. Acting as a secondary driver for curriculum development, the candidate will leverage their background as an excellent practitioner to help draft resources, co-facilitate cross-curricular planning, support feedback review, and assist department colleagues through the transition process.

KEY RESPONSIBILITIES	SUCCESS INDICATORS
Strategic Transition & Planning Assistance	• Assist the LAL in mapping out transition timelines and sequencing for moving from current programs to the new Phase 4 framework. • Support audits of existing learning programs and resources, working under the LAL's direction to identify content gaps, overlaps, and update opportunities. • Contribute to the Learning Area's strategic vision for Year 9 and 10 learning progressions, ensuring proposed plans strike a balance between depth of learning and curriculum coverage efficiency.
Resource Co-Creation & Pedagogical Support	• Work with the LAL to draft and refine unit plans, assessment tasks, and daily learning materials designed for seamless adoption across a diverse team of teachers.



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	• Incorporate evidence-based practices into draft resources under the guidance of the LAL, emphasising teacher instruction, clear learning intentions, and success criteria. • Collaborate on designing scaffolded pathways and differentiation options within resources to support diverse learning needs while maintaining high standards. • Help construct learning experiences that offer meaningful student input/agency while preserving structured progress through core curriculum requirements. • Develop resources that support the implementation of HPSS “Our Way” pedagogical approaches
Cross-Curricular Co-Construction Support	• Represent the department alongside the LAL (or as delegated) in working with partner Learning Areas to co-construct cross-curricular units and shared resources. • Assist in aligning co-designed resources with the achievement outcomes of both learning areas without compromising subject-specific rigour.
Feedback Processing & Continuous Improvement	• Help the LAL gather and organise feedback from department staff and students regarding new curriculum materials and trials. • Assist in analysing feedback and implementing agreed adjustments to refine resources and unit plans iteratively. • Support colleagues in navigating new materials by providing peer guidance, sharing best practices, and helping troubleshoot day-to-day resource needs.

GENERAL RESPONSIBILITIES

- Comply with all board policies and relevant legislation.
- Ensuring the safety and well-being of students at all times.
- Any other duties as required from time to time.

DECLARATION:



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Approved by:	Kirsty Dowding Principal
Date approved:	21/08/2026
Reviewed:	<i>To be reviewed by end of 2027</i>
Appointee: (Name and Signature)	
Date appointed:	