

Victorian Curriculum and Programs Manager

Position Details

Position title:	Victorian Curriculum and Programs Manager
Reports to (position title):	Associate Director – Teaching and Learning
Direct reports:	None
Organisation:	Saints College Central
Contract tenure:	Ongoing Teacher role, fixed term POL4
FTE:	Full time (1.0 FTE)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Direct Contact
Location:	Melbourne, VIC with travel to other sites (for central roles)
Approved:	November 2025

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

About Us

Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream

education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

Our Young People

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

Our Values

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

Our Commitment to the EREA Charter and Touchstones

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

About the Role

The Victorian Curriculum and Programs Manager provides leadership and coordination of all 7–10 curriculum programs across the College. The role ensures the delivery of a consistent, high-quality, and data-informed curriculum aligned with the Victorian Curriculum 2.0 and the Saints College’s Instructional Model. It includes oversight of assessment processes such as NAPLAN and PAT testing, professional learning in curriculum design and pedagogy, and leadership of whole-school planning for junior and intermediate programs.

Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

Operation by Principles	Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.
Child Safety and Compliance	- This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards - All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies. Child Safety Obligations All employees must adhere to the following: - Saints College’s Policies and Procedures implemented as part of compliance with Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools - EREA’s Code of Conduct - Ensure legal and mandatory reporting obligations are met, consistent with Saints College’s ‘Procedure for Responding to and Reporting Allegations of Child Abuse’ within the schools ‘Child Protection Program’.
Curriculum Leadership	- Oversee the design, documentation, and implementation of 7–10 curriculum across all learning areas. - Ensure alignment with the Victorian Curriculum 2.0, assessment standards, and the College’s Instructional Model. - Plan and deliver professional learning related to curriculum design, assessment practices, and literacy/numeracy improvement. - Lead and support the 7–10 Team to ensure alignment, collaboration, and shared accountability.
Assessment and Data	- Coordinate the implementation and administration of NAPLAN, PAT, and other whole-school diagnostic assessments. - Analyse and report data to inform school improvement, curriculum planning, and targeted interventions. - Support campuses and teachers to use data effectively to monitor progress and improve outcomes for all young people.
Other	Other duties as directed by the Line Manager or Executive Principal

Key Selection Criteria and Requirements

Qualifications	Tertiary qualification in Education
Knowledge and Experience	- Demonstrated leadership in Victorian Curriculum design, assessment, and implementation. - Strong understanding of data analysis tools and processes, including NAPLAN, PAT, and formative assessment. - Excellent organisational, communication, and interpersonal skills.
Capabilities	- Proven ability to lead professional learning and build collaborative, data-informed teaching teams. - Commitment to inclusive, evidence-based practice and the College's applied learning philosophy
Probity checks and Certification	- Hold a current Victorian Institute of Teaching (VIT) registration, or ability to obtain. - Hold appropriate Australian Work Rights. - Valid First Aid Certificate or willingness to obtain. - Valid Australian Driver's Licence and willingness to drive school vehicles when required.
Physical Requirements	This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.