

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

English Coordinator

Position Number	000352
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Francis Xavier College, Florey ACT

Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	The Coordinator must fulfill regular teaching responsibilities while also leading and managing various aspects of the school. This includes overseeing teaching and learning, guiding curriculum implementation, supporting catalyst understanding, managing student behaviour and relief staff, and working with others to achieve the school's annual improvement plan.
Position Duties	<ul style="list-style-type: none"> • Lead and model high impact teaching practices across all learning areas in English to progress student engagement and achievement. • Utilise research and evidence to lead best practice in curriculum, teaching and learning in English. • Implement Australian Curriculum policy and practice to ensure the College meets its compliance obligations. • Lead the review and development of assessment programs, practices, moderation, protocols, and reporting processes to ensure compliance with College Agreed Practices and Australian Curriculum requirements. • Develop and maintain excellent relationships with families of students. • Develop and maintain excellent partnerships with external agencies. • Ensure that the Assistant Principal Teaching and Learning and Assistant Principal Student Wellbeing is kept informed about significant issues.

Selection Criteria	<ol style="list-style-type: none"> 1. Extensive teacher experience and demonstrated leadership experience in English curriculum. 2. Highly sophisticated written and verbal communication skills for a range of audiences. 3. Excellent knowledge and understanding of professional practice in education, relevant legislation, initiatives, and current research in education. 4. Demonstrated experience in implementing policy and strategic directions in English curriculum. 5. Demonstrated knowledge and effective application of contemporary evidence-based practices for English. 6. The ability to form collaborative partnerships, relationships with staff, students, families, and College partners.
Qualifications	<ul style="list-style-type: none"> • Bachelor of Teaching or Master of Teaching. • Working with Vulnerable People (WWVP) registration. • Teaching Quality Institute (TQI) registration.

Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> • Working with Vulnerable People Check (WwVP) 	<ul style="list-style-type: none"> • Working with Children Check (WwCC)
<ul style="list-style-type: none"> • Teaching Quality Institute (TQI) 	<ul style="list-style-type: none"> • NSW Education Standards Authority (NESA)

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).