

# POSITION DESCRIPTION

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

## Coordinator

Position Number	000385
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	Carroll College, Broulee NSW

## 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 is required to teach and undertake the normal duties of a teacher while also using a range of management methods and technologies to carry out leadership duties. This includes monitoring teaching and learning, leading curriculum implementation, monitoring programming, supporting catalyst understanding and implementation, managing student behaviour, managing relief staff, and working collaboratively to develop and achieve the school's annual improvement plan.
Position Duties	<ul style="list-style-type: none"> <li>• Lead by example by setting and modelling excellent standards of teaching and working with staff to provide an optimal learning environment for students to achieve excellence.</li> <li>• Lead and support the implementation of CECG's Catalyst Program and High Impact Teaching Practices in the school through active engagement in professional learning, professional reading, professional conversations and support processes.</li> <li>• Oversee the development of a dynamic curriculum in line with national and state requirements, and whole school goals.</li> <li>• Work with staff to incorporate new developments in teaching and learning.</li> <li>• Ensure courses cater for a range of individual needs and learning styles and work with teachers to meet the identified learning needs of students, modifying curriculum and assessment where appropriate.</li> <li>• Lead staff in developing and using appropriate ICT in the classroom to enhance learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop an individual professional learning plan and participate in appropriate professional development activities.</li> <li>• Target, develop and implement relevant professional development for staff and assist teachers in developing their professional learning plans.</li> <li>• Develop effective and appropriate relationships with and between members of the community – students, staff and parents.</li> <li>• Work with staff to ensure that parents are given consistent and appropriate opportunities to participate as real partners in the education of their children.</li> <li>• Provide prompt and timely follow-up with parents, students and other staff on issues that emerge for each student and ensure that department staff also communicate in a timely fashion with stakeholders.</li> <li>• Ensure processes are in place to foster collegiality and effective teamwork in the department.</li> <li>• Work with and support classroom teachers, enabling them to respond appropriately to individual circumstances and situations.</li> <li>• Work with and support classroom teachers to know and understand their responsibilities with regard to the Catholic Education Guidelines for Professional Conduct and mandatory reporting requirements, and recognise and respond to any incidents in an appropriate way</li> <li>• Evaluate courses or units regularly and make appropriate modifications.</li> <li>• Work with relevant staff and other members of the community, to manage departmental processes for example, staff and student allocations, excursions, and the purchase of resources</li> <li>• Ensure effective administrative processes in the department, including holding productive meetings, and maintaining accurate records.</li> <li>• Take responsibility for maintaining a safe and secure environment.</li> <li>• Oversee the process for the development and uploading of Personalised Plans.</li> <li>• Ensure that all staff are alerted each term or semester to individual students who require accommodations or adjustments.</li> </ul>
<p>Essential Criteria</p>	<ol style="list-style-type: none"> <li>1. A comprehensive understanding of Catalyst initiatives and High Impact Teaching Practices and the need to provide appropriate support and feedback to teaching staff.</li> <li>2. The capacity to be a proactive member of a professional learning community complying with the legal, administrative, and professional requirements.</li> <li>3. Classroom practices and organisational skills that create supportive and safe environments for all students, including meeting a variety of learning needs.</li> <li>4. A thorough knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning within the classroom and across the school.</li> </ol>

	<ol style="list-style-type: none"> <li>5. A high level of organisational and communication skills.</li> <li>6. A capacity to coordinate a teaching team effectively, to supervise staff across different subject areas, to promote their own and the department's professional development and to work with the staff to effect change.</li> <li>7. Excellent verbal and written communication skills including high-level mediation and conflict resolution skills, superior interpersonal skills including the ability to build community, to liaise effectively with relevant members of the school community and with appropriate outside agencies.</li> <li>8. The ability to exercise sound judgment, including dealing with confidential matters.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must have commenced or completed Initial Teacher Education (ITE) program.</li> <li>• Working with Vulnerable People (WWVP) and Working with Children's Check (WWCC) registrations.</li> <li>• Teaching Quality Institute (TQI) accreditation and NSW Education Standards Authority (NESA) accreditation.</li> </ul>

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

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](#).