



# POSITION DESCRIPTION

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

## Health and Physical Education Co-ordinator

Position Level	ACT Co-ordinator 1.0
Salary Range (Full-time)	\$ 122,856 (based on skills and experience)
Reports To	Assistant Principal
Location	St Clare's College - Griffith ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	TBC
Hours Per Fortnight	76

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

### Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	The Curriculum Coordinator, Years 7-12, is a member of our Curriculum Forum responsible to the Principal through the Assistant Principal - Curriculum and Assessment for the leadership of their faculty in accordance with College policies. They lead and supervise Faculty staff, curriculum development and implementation, and Faculty based events. They ensure that the Faculty focus on learning is continuous, compliant with current curriculum requirements and relative to the needs of students. The Curriculum Coordinator holds delegated responsibility for the leadership, development and administration of excellence in curriculum and events.
Position Duties	<b>Main Duties</b> <ul style="list-style-type: none"><li>• Member of the Curriculum Forum</li><li>• Support the implementation of the College Annual and Strategic Plans in collaboration with the Executive</li><li>• Work collaboratively with all members of the school community to ensure that student learning remains the core business of our practice and policy</li></ul>

- Effectively represent Faculty staff viewpoints at Curriculum Forums
- Effectively communicate with Faculty staff about all College initiatives and directions and positively promote and facilitate their implementation
- Ensure that the Assistant Principal - Curriculum and Assessment is kept well informed in a timely manner about issues relating to students' learning in your faculty
- Be an active presence in the College and attend all key College events
- Display integrity and professionalism in all aspects of the role

### **Teaching and Learning**

- Lead by example, setting and modelling excellent standards of teaching and work with staff to provide an optimal learning environment for all students
- Oversee the development of a dynamic curriculum in line with national and state requirements, St Clare's Teaching and Learning Principles and whole school goals
- Work with staff to incorporate new developments in teaching and learning,
- Work with teachers to meet the identified learning needs of students, modifying curriculum, assessment or resources where appropriate
- Lead staff in developing their skills to use appropriate ICT in the classroom to enhance learning
- Hold regular professional learning conversations with Faculty staff to ensure they are engaging in relevant and targeted professional learning opportunities that align with whole school goals

### **Communication**

- Develop effective and appropriate relationships with and between members of the community – students, staff and parents
- Work with staff to ensure that parents are given consistent and appropriate opportunities to participate as real partners in the education of their children
- Provide prompt and timely follow up with parents, students and other staff on issues that emerge for each student and ensure that faculty staff also communicate in timely manner with stakeholders
- Ensure processes are in place to foster collegiality and effective teamwork in the faculty
- Support staff in implementing the St Clare's Positive Behaviour (Personal Best) policy including effective conflict resolution processes using Restorative Justice principles

### **Administration**

- Work with and support classroom teachers to know and understand their responsibilities with regards to the Guidelines for Professional Conduct (Catholic Education Canberra and Goulburn) and recognise and respond to any child protection incidents in an appropriate way

	<ul style="list-style-type: none"> <li>• Supervise and support faculty staff to ensure they are fully aware of their responsibilities with regard to assessment and reporting, including compliance with State and National requirements and St Clare's College policies</li> <li>• Ensure that all college courses are prepared to a quality standard for accreditation at College and BSSS level</li> <li>• Evaluate courses or units regularly and make appropriate modifications</li> <li>• Ensure St Clare's Teaching and Learning Principles, policy and procedures are followed with regard to the development and implementation of assessment</li> <li>• Work with relevant staff and other members of the community, to manage faculty processes for example, staff and student allocations, excursions and the purchase of resources</li> <li>• Collegially develop annual faculty goals and budget and monitor and evaluate implementation</li> <li>• Organise the induction into the faculty of early career teachers and new staff to the College and provide ongoing support in line with Catholic Education and College guidelines</li> <li>• Ensure effective administrative processes in the faculty, including holding productive meetings, maintaining accurate records and disseminating information as appropriate</li> </ul>
Skills, Attributes and Experience	<p>There is a teaching load with this role. Therefore, the person filling this role must also possess the skills, knowledge and qualifications of an effective classroom teacher.</p> <p><b>Specific requirements for this role include:</b></p> <ol style="list-style-type: none"> <li>1. A commitment to promoting and articulating the Catholic identity of the College through all relevant programs and practices and in communication with staff, students and parents.</li> <li>2. Demonstrated evidence of effective team-work and collaboration.</li> <li>3. Appropriate qualifications and a commitment to engage in relevant ongoing Professional learning.</li> <li>4. Successful experience in educational leadership.</li> <li>5. A strong understanding of contemporary approaches to student learning and effective pedagogical practices.</li> <li>6. The capacity to lead a team of people and to bring about effective change.</li> <li>7. A high level of organisational and communication skills.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must hold a relevant Working with Children registration and Teaching Accreditation</li> <li>• Must have commenced or completed relevant degree</li> </ul>

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)

## Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).