



POSITION DESCRIPTION

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

Physical Education Co-ordinator

Position Level	Act Co-ordinator 1.0
Salary Range	\$116,263 to \$122,856
Reports To	Assistant Principal Teaching and Learning
Location	St Francis Xavier College, Florey ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	Initial two-year period with an opportunity for further extensions
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	An excellent and rewarding opportunity exists for an experienced and energetic PE Co-ordinator to join our wonderful school with the ability to teach either across Years 7 – 12.
Position Duties	<p>General Responsibilities:</p> <p>Studies Coordinators are responsible for translating the SFX College Vision Statement and the aims and objectives of the College into practice through constructive leadership. As members of the middle management team, Coordinators play a vital role in creating an environment where teaching and learning are valued.</p> <p>Coordinators are responsible to the Assistant Principal Teaching and Learning for the leadership of an area of responsibility in accordance with College policies. Coordinators should be committed to a holistic approach to education, focusing on the development of the whole person – religious, intellectual, aesthetic, social, emotional and physical.</p> <p>Coordinators are also responsible to the Assistant Principal Staffing & Administration to ensure that they maintain channels of communication with regard to teaching allocations, day to day changes and planning for timetable</p>

changes and excursions. Using a problem-solving approach, Coordinators strive to develop structures, procedures, relationships and methods that are grounded in gospel values and enhance and empower staff and students. Coordinators also strive for the development of the College's catholic culture.

The Studies Coordinator, having an essential curriculum leadership position in the College, is an exemplary teacher who provides a role model for staff and students.

Vision and Values

- Demonstrate an understanding and commitment to the Church's mission in education.
- Contribute to the development of strong Gospel values in this Catholic College.
- Contribute to the partnership between pupils, staff, parents and Chaplain
- ensure that relevant policies and practices within their Department reflect the values of the College Vision and Mission.
- Recognise and support the College's special mission to the socially, behaviourally, intellectually, economically or spiritually poor.

Knowledge Understandings & Skills

- Demonstrate higher order skills as a classroom teacher including superior lesson preparation, classroom management skills, current research and knowledge of subject area.
- Effective use of information communications technology.
- Actively promote literacy and numeracy across the curriculum.
- Support whole College initiatives to improve teaching and learning to develop a positive learning environment.
- Demonstrate leadership in managing and supervising staff effectively work with the Assistant Principal Teaching and Learning to provide educational leadership in the promotion of Catholic ethos, policy development and in the design and implementation of a quality curriculum and assessment.
- Identify the needs of students and foster their development at an appropriate level, modifying curriculum and assessment where appropriate.
- Ensure criterion referenced, outcome-based assessment and reporting procedures are followed.
- Encourage the development of a spirit of learning and a pursuit of excellence appropriate to their capabilities.
- An understanding of VET and VET compliance.

Effective Communication and Interpersonal Skills

- Communicate orally and in writing in a clear and appropriate fashion acknowledge the efforts of others.
- Negotiate goals with others and work towards their achievement.
- Build positive relationships with all members of the community.
- Respond to parental concerns in a prompt manner.
- Foster and model conflict resolution processes to ensure harmonious working relationships.

	<ul style="list-style-type: none"> • Gather and disseminate information by attending and/or chairing relevant meetings and maintain accurate records and documentation. • Prepare an annual Budget, organise and oversee resources within the department, including maintenance of an inventory and an annual stocktake. • Organise appropriate administrative procedures for the allocation of students to classes and assist the Assistant Principal Teaching and Learning and the Year Coordinators with these matters. • Promote the image of the College at Information Evenings, Open Day and interviews with families. • Convene Department meetings to enable strategic planning and discussion. • Work with and support classroom teachers to enable them to respond appropriately to individual circumstances, situations and student needs. • Strive to develop relationships, procedures and methods that enhance and empower students and staff. • Lead by example in setting and modelling appropriate standards of performance, dress and behaviour. • Ensure professional development in current educational and student wellbeing issues and in their own curriculum area, and encourage staff participation in appropriate professional development activities. • Organise the induction into the Department of both early career teachers and provide ongoing support. • Support staff through a process of professional discussions to develop individual professional development plans.
<p>Skills, Attributes & Experience</p>	<p>We are looking for committed professionals with:</p> <ol style="list-style-type: none"> 1. A sound understanding of Catholic schools and a demonstrated commitment to the goals of Catholic education. 2. The ability to develop and write curriculum for the Physical Education Department using the Australian Curriculum through a collaborative process and evaluates courses or units regularly to make appropriate modifications. 3. Competence in teaching across Year 7 -12 and evidence of successful incorporation of a variety of pedagogical practices such as: problem-based learning, inquiry learning, cooperative learning and assessment for learning. 4. The management skills and experience to co-ordinate the Physical Education Department effectively. 5. The capacity to develop and maintain effective and supportive interpersonal relationships with students, colleagues and the school community to build meaningful community partnerships to support authentic learning opportunities for students. 6. Articulates a vision for the Physical Education Department and demonstrate an understanding of the role and responsibility of a Studies Coordinator in offering leadership to the College.

Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Vulnerable Children Registration and Teacher Quality Institute Accreditation • Completed relevant qualifications including Bachelor of Education and Master of Education (or working towards)
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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

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).